

# **Advance Excel Syllabus**

## **1) Custom and Conditional Formats**

- Introduction
- Creating Conditional Formatting using color scales
- Using Icon sets
- Conditional formatting using New rule
- Conditional formatting using manage rules and clear rules

## **2) Data Validation**

- Specifying a valid range of value of a cell
- Specifying a valid value for a cell
- Specifying custom validation based on formula for a cell
- Prevent duplicate entries

## **3) Working with Range Names**

- Using Range names
- Creating range names
- Using range names in formulas
- Deleting range names
- Advanced Range Options

## **4) Advanced Table Option**

- Creating Tables
- Naming the Tables
- Changing the Table style
- Creating a total row
- Creating a calculated column
- using Filtering in Table
- Removing the duplicate record

## **5) Array Functions**

- Array functions using CTRL+SHIFT+ENTER
- One Dimensional Array
- Two Dimensional Array
- Single cell and Multi cell Array

## **6) Using Formulas and Functions**

- Text Function
- Logical Functions
- Date and Time Functions
- Math and Trigonometry Functions
- Statistical Functions
- Lookup and reference functions

## **7) Working with Charts**

- Creating a chart
- Formatting a chart
- Adding Labels
- Changing the chart type, Data source

## **8) Working with Pivot Tables**

- Creating Pivot tables
- Adding Pivot table Report Fields
- Refreshing Pivot table Reports
- Changing the summary functions
- Creating report filter page
- Creating Subtotals
- Multiple Level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot tables
- Using advanced options of pivot table
- pivot charts

## **9) Worksheet Protection**

- Protecting your work sheet
- Protecting range with password
- Protecting your Workbook and Excel Files
- Sharing a workbook
- Opening and editing a shared workbook

## **10) What-IF Analysis**

- Goal Seek
- Data Tables
- Scenario Manager

## **11) Import and Export**

- Import a text file by opening it in excel
- Import a text file by connecting to it
- Export data to a text file
- Changing the delimiter
- Change the separator in all .CSV text file

## **12) Working with Macros and VBA**

- Display the developer Tab
- Changing Macro security Settings
- Recording and running a Macro
- Delete a Macro
- VBA (Visual Basic Application)
- Advantages and features
- VBA Message Box , Comments
- InputBox using VBA
- Sub and Functions using VBA
- VBA Constants , variables
- VBA Operators
- Loops
- VBA Decisions
- User form in VBA