

ADVANCED EXCEL



Program Details

Microsoft Excel has become an indispensable tool in today's professional world. Beyond the basic Excel skills of using simple formulae, sorting, charts, graphs etc, you need advanced skills to make sense of data, present reports that help in faster decision-making.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Location	At the iWIL Pro training centre near you
Mode of Delivery	Hybrid
Mode of Assessment	Online (from the training centre)
Duration	22 Hours
Prerequisite / Entry Requirements	<ul style="list-style-type: none"> Graduate (or pursuing graduation) Desirable: 1+ years of MS Office work experience
Possible occupational outcomes	MIS Excel Executive, MS Excel Trainer, Business Analyst, Procurement Executive, Accountant, Data Governance Specialist, Ecommerce Executive, Finance Executive
Tuition fee	INR 17,600 + GST
Fees Includes	Training + Exam + Certificate (iWIL AEC)
Fees Excludes	Fees for external certificates (if applicable)

Units to Study

Formulas & Macros Formulas Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT), Nested functions, Name cells /ranges/ constants, Relative, Absolute, Mixed cell references : >, <, = operators, Logical functions using IF, AND, OR, NOT, The LOOKUP function, Date and time functions, Annotating formulas

DATA Analysis

Sub Total Reports, Auto Filter, Password Protecting Worksheets Linking Multiple Sheets, Sheet Referencing, Linking Between Word/Excel/Ppt

Functions: LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF

What-if-analysis, GOAL SEEK, NESTED IF, Reporting, Character Functions, Date Functions, Age Calculations, Consolidation of Data, Data Validation

PIVOT TABLES

Enter the Pivot Table Data, Create the Pivot Table, Adding Data to the Pivot Table, Filtering the Pivot Table Data, Change the Pivot Table Data, Analyze Data Columns in Pivot Tables, Adjust Data to Analyze

MACROS

Definition and use, Record a macro, Assign a macro, Run a macro, Store a macro, Introduction to VBA Prog

Develop the Worksheet

Plan a worksheet, Row and Column labels, Split worksheet/ box /bar, Copy data and formulas, Display /move toolbars, Enhance worksheet Appearance

Special Operations

Use multiple windows: Copy/ paste between Worksheets, Link worksheets, Consolidate worksheets, Import and link from other Applications, Use Auto Format: Create, use and modify styles and templates, Print features: Create /edit an outline, Graphic Operations, Create charts, Enhance charts, Drawing toolbar features