



[Complete Practical; Real-time Job Oriented Training](#)

Advance Excel Training

This Advanced Microsoft Excel Course Syllabus is designed by Industry Experts. Our Advanced Excel Course Syllabus covers in-depth knowledge of **pivot tables, audit and analyze worksheet data, VBA Macro, utilize data tools, collaborate with others** and create and manage macros with live Projects.

This advanced Excel course syllabus is designed for the intermediate Excel user who desires to learn more advanced skills. Learn the most advanced formulas, functions, charts and types of financial analysis to be an Excel power user.

Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys

Customizing Excel

- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options

Part 1: Basic Functions

<p>Basic Functions</p> <ul style="list-style-type: none"> ✓ SUM, AVERAGE, MAX, MIN, COUNT, COUNTA ✓ Absolute, Mixed and Relative Referencing 	<p>Formatting and Proofing</p> <ul style="list-style-type: none"> ✓ Currency Format ✓ Format Painter ✓ Formatting Dates ✓ Custom and Special Formats ✓ Formatting Cells with Number formats, Font formats, Alignment, Borders, etc ✓ Basic conditional formatting 	<p>Mathematical Functions</p> <ul style="list-style-type: none"> ✓ SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, NESTED IF, IFERROR STATEMENT, AND, OR, NOT
<p>Protecting Excel</p> <ul style="list-style-type: none"> ✓ File Level Protection ✓ Workbook, Worksheet Protection 	<p>Text Functions</p> <ul style="list-style-type: none"> ✓ Upper, Lower, Proper ✓ Left, Mid, Right ✓ Trim, Len, Exact ✓ Concatenate ✓ Find, Substitute 	<p>Date and Time Functions</p> <ul style="list-style-type: none"> ✓ Today, Now ✓ Day, Month, Year ✓ Date, Date if, Date Add ✓ EOMONTH, Weekday
<p>Advanced Paste Special Techniques</p> <ul style="list-style-type: none"> ✓ Paste Formulas, Paste Formats ✓ Paste Validations ✓ Transpose Tables 	<p>New in Excel 2013 / 2016 & 365</p> <ul style="list-style-type: none"> ✓ New Charts – Tree map & Waterfall ✓ Sunburst, Box and whisker Charts ✓ Combo Charts – Secondary Axis ✓ Adding Slicers Tool in Pivot & Tables ✓ Using Power Map and Power View ✓ Forecast Sheet ✓ Spark lines -Line, Column & Win/Loss ✓ Using 3-D Map ✓ New Controls in Pivot Table – Field, Items and Sets ✓ Various Time Lines in Pivot Table ✓ Auto complete a data range and list ✓ Quick Analysis Tool ✓ Smart Lookup and manage Store 	<p>Sorting and Filtering</p> <ul style="list-style-type: none"> ✓ Filtering on Text, Numbers & Colours ✓ Sorting Options ✓ Advanced Filters on 15-20 different criteria(s)
<p>Printing Workbooks</p> <ul style="list-style-type: none"> ✓ Setting Up Print Area ✓ Customizing Headers & Footers ✓ Designing the structure of a template ✓ Print Titles –Repeat Rows / Columns 		

Part 2: Advance Excel

<p>What If Analysis</p> <ul style="list-style-type: none"> ✓ Goal Seek ✓ Scenario Analysis ✓ Data Tables (PMT Function) ✓ Solver Tool 	<p>Logical Functions</p> <ul style="list-style-type: none"> ✓ If Function ✓ How to Fix Errors – if error ✓ Nested If ✓ Complex if and or functions 	<p>Data Validation</p> <ul style="list-style-type: none"> ✓ Number, Date & Time Validation ✓ Text and List Validation ✓ Custom validations based on formula for a cell ✓ Dynamic Dropdown List Creation using Data Validation – Dependency List
<p>Lookup Functions</p> <ul style="list-style-type: none"> ✓ V lookup / H Lookup ✓ Index and Match ✓ Creating Smooth User Interface Using Lookup ✓ Nested V Lookup ✓ Reverse Lookup using Choose Function ✓ Worksheet linking using Indirect ✓ V lookup with Helper Column 	<p>Pivot Tables</p> <ul style="list-style-type: none"> ✓ Creating Simple Pivot Tables ✓ Basic and Advanced Value Field Setting ✓ Classic Pivot table ✓ Choosing Field ✓ Filtering PivotTables ✓ Modifying PivotTable Data ✓ Grouping based on numbers and Dates ✓ Calculated Field & Calculated Items ✓ Arrays Functions ✓ What are the Array Formulas, Use of the Array Formulas? ✓ Basic Examples of Arrays (Using Ctrl+ Shift+ Enter). ✓ Array with IF, LEN, and MID function formulas. ✓ Array with Lookup functions. ✓ Advanced Use of formulas with Array. 	<p>Charts and slicers</p> <ul style="list-style-type: none"> ✓ Various Charts i.e. Bar Charts / Pie Charts / Line Charts ✓ Using SLICERS, Filter data with Slicers ✓ Manage Primary and Secondary Axis

Excel Dashboard <ul style="list-style-type: none">✓ Planning a Dashboard✓ Adding Tables and Charts to Dashboard✓ Adding Dynamic Contents to Dashboard	VBA Macro <ul style="list-style-type: none">✓ Using Outlook Namespace✓ Send automated mail✓ Outlook Configurations, MAPI✓ Worksheet / Workbook Operations✓ Merge Worksheets using Macro✓ Merge multiple excel files into one sheet✓ Split worksheets using VBA filters✓ Worksheet copiers	
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