



[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

Ch 1: Basic Functions ✓ SUM, AVERAGE, MAX, MIN, COUNT, COUNTA ✓ Absolute, Mixed ✓ Relative Referencing	Ch 2: Formatting and Proofing ✓ Currency Format ✓ Format Painter ✓ Formatting Dates ✓ Custom and Special Formats ✓ Formatting Cells	Ch 3: Functions ✓ SUMIF, SUMIFS, COUNTIF ✓ COUNTIFS, AVERAGEIF ✓ AVERAGEIFS, NESTED IF ✓ IFERROR STATEMENT ✓ AND, OR, NOT
Ch 4: Protecting Excel ✓ File Level Protection ✓ Workbook ✓ Worksheet Protection ✓ Security Concepts ✓ Realtime Issues, Solutions	Ch 5: Text Functions ✓ Upper, Lower, Proper ✓ Left, Mid, Right ✓ Trim, Len, Exact ✓ Concatenate ✓ Find, Substitute	Ch 6: Date & Time Functions ✓ Today, Now ✓ Day, Month, Year ✓ Date, Date if, Date Add ✓ EOMONTH ✓ Weekday Functions
Ch 6: Adv. Techniques ✓ Paste Formulas ✓ Paste Formats ✓ Paste Validations ✓ Transpose Tables	Ch 7: New in Excel & 365 ✓ 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, park lines	Ch 7: New in Excel & 365 ✓ Using 3-D Map ✓ New Controls in Pivot Table ✓ Various Time Lines ✓ Auto complete a data range ✓ Quick Analysis Tool ✓ Smart Lookup manage Store
Ch 10: Printing Workbooks ✓ Setting Up Print Area ✓ Customizing Headers ✓ Templates ✓ Print Titles –Repeat Rows	Ch 11: Sorting and Filtering ✓ Filtering on Text ✓ Numbers & Colours ✓ Sorting Options ✓ Advanced Filters ✓ Filter Criteria	

Part 2: Advance Excel

Ch 12: What If Analysis ✓ Goal Seek ✓ Scenario Analysis ✓ Data Tables (PMT Function) ✓ Solver Tool	Ch 13: Logical Functions ✓ If Function ✓ How to Fix Errors – if error ✓ Nested If ✓ Complex if and or functions	Ch 14: Data Validation ✓ Number, Date & Time ✓ Text and List Validation ✓ Custom validations formulas ✓ Dynamic Dropdowns
Ch 15: Lookup Functions ✓ V lookup / H Lookup ✓ Index and Match ✓ Smooth User Interface ✓ Nested V Lookup ✓ Reverse Lookup ✓ Worksheet linking ✓ V lookup with Helper Column	Ch 16: Pivot Tables - 1 ✓ Creating Simple Pivot Tables ✓ Classic Pivot table ✓ Choosing Field ✓ Filtering PivotTables ✓ Modifying PivotTable Data ✓ Grouping ✓ Calculated Fields	Ch 17: Pivot Tables - 2 ✓ Array with IF, LEN ✓ MID function formulas. ✓ Array with Lookup functions. ✓ Various Charts ✓ SLICERS, Filter data ✓ Manage Primary Axis ✓ Manage Secondary Axis
Ch 18: Excel Dashboard ✓ Planning a Dashboard ✓ Adding Tables and Charts to Dashboard ✓ Adding Dynamic Contents to Dashboard	Ch 19: VBA Macro - 1 ✓ Using Outlook Namespace ✓ Send automated mail ✓ Outlook Configurations, MAPI ✓ Worksheet Operations ✓ Workbook Operations	Ch 20: VBA Macro - 2 ✓ Merge Worksheets using Macro ✓ Merge multiple excel files into one sheet ✓ Split worksheets using VBA ✓ Worksheet copiers

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Trending Job Roles

- Data Analyst
- Data Scientist
- Data Engineer
- Solution Architect
- Consultant, more .. !



Training Highlights

- ✓ Step by Step
- ✓ LIVE Project(s)
- ✓ Job Assistance
- ✓ Resume Guidance
- ✓ Concept wise FAQs



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