

V-SMART

SPOKEN ENGLISH & COMPUTER INSTITUTE

ADVANCE EXCEL SYLLABUS

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

1. Excel Introduction

- An overview of the screen, navigation and basic spreadsheet concepts, Ribbon
- Shortcut Keys

2. Using Basic Functions

- Using Functions – Sum, Average, Max, Min, Count, Counta
- Absolute, Mixed and Relative Referencing

3. Formatting and Proofing

- Currency Format • Format Painter • Formatting Dates • Custom and Special Formats
- Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
- Basic conditional formatting

4. Data Validation

- Number, Date & Time Validation • Text and List Validation • Dynamic Dropdown List Creation using Data Validation

5. Mathematical Functions

SumIf, SumIfs CountIf, CountIfs Averagelf, Averagelfs, IFERROR Statement, AND, OR, NOT

6. Protecting Excel

- File Level Protection • Workbook, Worksheet Protection

7. Text Functions

- Upper, Lower, Proper • Left, Mid, Right • Trim, Len, • Concatenate • Find, Substitute,

8. Date and Time Functions

- Today, Now, Day, Month, Year • Date, Dateif, • EOMonth, Weekday

9. Advanced Paste Special Techniques

- Paste Formulas, Paste Formats • Paste Validations • Transpose Tables • Goto Option

10. Lookup Functions

- Vlookup / Hlookup • Index and Match,

11. Using Micro

Record Micro

Use Relative References

12. Charts

• Charts and slicers • Various Charts i.e. Bar Charts / Pie Charts / Line Charts • Using SLICERS, Filter data with Slicers • Manage Primary and Secondary Axis

13. Basic to Advance Level Pivot Table

• 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

14. Sorting and Filtering

• Filtering on Text, Numbers & Colors • Sorting Options • Advanced Filters

15. Printing Workbooks

• Setting Up Print Area • Customizing Headers & Footers

16. Excel Dashboard Report

• Planning a Dashboard • Adding Tables and Charts to Dashboard

• Adding Dynamic Contents to Dashboard