

## Advanced Excel Course Content

### I. Understand Excel

#### 1. Introduction to Excel

- What is Excel & its complete history
- Basic terminology of Excel
- Spreadsheet environment & Object Model of Excel
- Different versions of Excel (97-2003,2007,2010, 2013 & 2016) and what's new in each version of it
- Different file formats - .xls,.xlsx,.xlsm,.xlsb,.xlam,.csv...etc., and when to use which format of Excel
- Excel user interface and customization of Quick Access Toolbar

### II. Basic Excel

<b>2. Clipboard Group</b>	<ul style="list-style-type: none"> <li>• How to use your own formatting</li> <li>• Advance techniques in Number formatting</li> </ul>
• Cut	• How to change default number settings
• Copy	• Comma Style
• Copy as Picture	• Increase/Decrease Decimals
• Different Types of Paste Special Options	<b>7. Conditional Formatting</b>
• Paste vs Paste Special	• What is Conditional Formatting
• Format Painter	• How to change existing formatting
<b>3. Font Group</b>	• How to delete existing formatting
• Font Style	• Highlight cells Rules
• Font Size	• Top/Bottom Rules
• Border Styles	• Data Bars
• Cell Colors	• Color Scales
• Font Colors	• Icon Sets
<b>4. Alignment Group</b>	• Writing Complex Conditional Formatting rules using formulas
• Cell Alignment	<b>Project1:</b> 23 Interview tasks using conditional formatting
• Orientation	<b>8. Format as Table (FT)</b>
• Indent Level	• What is FT
• Wrap Text	• Differences between Normal Table and Format as Table
• Merge/Unmerge	• Advantages of FT
<b>5. Data Types in Excel</b>	• How to create Dynamic Pivot Tables & Charts using FT
<b>6. Number Group</b>	• How to create effective formulas using Format as Table
• General	• Convert FT to Normal Range
• Number	• Create our own Table style
• Currency	<b>9. Cell Styles</b>
• Accounting	<b>10. Cells</b>
• Short Date	• Insert Cells/Rows/Columns/Sheets
• Long Date	• Delete Cells/Rows/Columns/Sheets
• Time	
• Percentage	
• Fraction	
• Scientific	
• Text	
• Custom number formatting	

<ul style="list-style-type: none"> <li>Hide Rows/Columns/Sheets</li> </ul>	<ul style="list-style-type: none"> <li>Copy to Selected Range</li> </ul>
<ul style="list-style-type: none"> <li>Unhide Rows/Columns/Sheets</li> </ul>	<ul style="list-style-type: none"> <li>Fill Series by Column/Row</li> </ul>
<ul style="list-style-type: none"> <li>Row Height/Column width</li> </ul>	<ul style="list-style-type: none"> <li>Justify Fill</li> </ul>
<ul style="list-style-type: none"> <li>Rename Sheet</li> </ul>	<b>12. Clear Options</b>
<ul style="list-style-type: none"> <li>Change Sheet Tab Color</li> </ul>	<b>13. Find &amp; Select</b>
<ul style="list-style-type: none"> <li>Move/Copy Sheet</li> </ul>	<ul style="list-style-type: none"> <li>Find</li> </ul>
<b>11. Fill Options</b>	<ul style="list-style-type: none"> <li>Replace</li> </ul>
<ul style="list-style-type: none"> <li>Copy Down</li> </ul>	<ul style="list-style-type: none"> <li>Go To</li> </ul>
<ul style="list-style-type: none"> <li>Copy Right</li> </ul>	<ul style="list-style-type: none"> <li>Go To Special</li> </ul>
<ul style="list-style-type: none"> <li>Copy Up</li> </ul>	<ul style="list-style-type: none"> <li>Select Objects</li> </ul>
<ul style="list-style-type: none"> <li>Copy Left</li> </ul>	<ul style="list-style-type: none"> <li>Selection Pane</li> </ul>

### III. Advanced Excel

Excel Formulas	
<b>14. Formulas Introduction</b>	INT, EVEN, ODD, SUM, SUMIF, SUMIFS, SUBTOTAL, SUMPRODUCT etc.
<ul style="list-style-type: none"> <li>What is Formula</li> </ul>	<b>Project5:</b> 7 Interview task using Mathematical functions
<ul style="list-style-type: none"> <li>How to start with formula</li> </ul>	
<ul style="list-style-type: none"> <li>What is Argument?</li> </ul>	<b>20. Statistical Formulas</b>
<ul style="list-style-type: none"> <li>How to give input to formulas</li> </ul>	
<ul style="list-style-type: none"> <li>What is Optional &amp; Mandatory argument?</li> </ul>	COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, MAX, MIN, MAXIFS, MINIFS, MAXA, MINA, LARGE, SMALL, RANK etc.
<ul style="list-style-type: none"> <li>How many ways we can give input to formulas</li> </ul>	
<ul style="list-style-type: none"> <li>Mathematical Operators</li> </ul>	<b>Project6:</b> 7 Interview tasks using Statistical Functions
<ul style="list-style-type: none"> <li>Comparison Operators</li> </ul>	
<b>15. Cell Reference Styles</b>	<b>21. Information Formulas</b>
<ul style="list-style-type: none"> <li>Relative Style</li> </ul>	ISTEXT, ISNONTEXT, ISNUMBER, ISNA, ISREF, ISERR, ISERROR, ISEVEN, ISODD, ISBLANK, ISLOGICAL, ISFORMULA, CELL, INFO, SHEET, SHEETS, N, NA, TYPE, ERROR.TYPE etc.
<ul style="list-style-type: none"> <li>Absolute Style</li> </ul>	
<ul style="list-style-type: none"> <li>Row Freeze</li> </ul>	
<ul style="list-style-type: none"> <li>Column Freeze</li> </ul>	
<b>16. Text Functions</b>	<b>22. Lookup &amp; Ref Formulas</b>
LEN, UPPER, LOWER, PROPER, FIND, SEARCH, LEFT, RIGHT, MID, SUBSTITUTE, REPLACE, CONCATENATE, CONCAT, TEXTJOIN, CHAR, CODE, REPT, DOLLAR, FIXED, EXACT etc.	VLOOKUP, MATCH, HLOOKUP, INDEX, OFFSET, CHOOSE, INDIRECT, ROW, ROWS, COLUMN, COLUMNS, TRANSPOSE, HYPERLINK etc.
<b>Project2:</b> 11 Interview tasks using Text Functions	
<b>17. Date &amp; Time</b>	<b>Project7:</b> 33 Interview tasks using Lookup & Ref Funcs
TODAY, NOW, DAY, MONTH, YEAR, TIME, HOUR, MINUTE, SECOND, WEEKDAY, WEEKNUM, EDATE, YEARFRAC, DAYS360, DAYS, EOMONTH, DATEVALUE, TIMEVALUE, NETWORKDAYS, NETWORKDAYS.INTL, WORKDAY, WORKDAY.INTL, DATEDIF etc.	<b>Report Designing Techniques</b>
<b>Project3:</b> 7 Interview Based Tasks using Date & Time	<b>23. Dynamic conditional formatting using formulas</b>
<b>18. Logical Functions</b>	<b>24. Illustrations</b>
TRUE, FALSE, AND, OR, NOT, IF, IFS, IFERROR	<ul style="list-style-type: none"> <li>Insert Pictures</li> </ul>
<b>Project4:</b> 9 Interview tasks using Logical Functions	<ul style="list-style-type: none"> <li>Insert online pictures</li> </ul>
<b>19. Mathematical Functions</b>	<ul style="list-style-type: none"> <li>Insert Shapes</li> </ul>
ABS, ROUND, ROUNDUP, ROUNDDOWN, CEILING, FLOOR, MROUND, RAND, RANDBETWEEN, MOD, QUOTIENT, FACT, LCM, GCD, PI, EXP, SQRT, PRODUCT, POWER,	<ul style="list-style-type: none"> <li>Insert Icons</li> </ul>
	<ul style="list-style-type: none"> <li>Insert 3D pictures</li> </ul>
	<ul style="list-style-type: none"> <li>Insert Smart Art</li> </ul>
	<ul style="list-style-type: none"> <li>Screenshots</li> </ul>
	<b>25. Sparklines</b>
	<ul style="list-style-type: none"> <li>What is Sparkline?</li> </ul>
	<ul style="list-style-type: none"> <li>What is the difference between charts &amp; Sparklines</li> </ul>
	<ul style="list-style-type: none"> <li>Line Sparkline</li> </ul>
	<ul style="list-style-type: none"> <li>Column Sparklines</li> </ul>
	<ul style="list-style-type: none"> <li>Win/Loss Sparklines</li> </ul>

<b>26. Filter Options</b>	<ul style="list-style-type: none"> <li>Trace Dependants</li> </ul>
<ul style="list-style-type: none"> <li>What is Slicer?</li> </ul>	<ul style="list-style-type: none"> <li>Show Formulas</li> </ul>
<ul style="list-style-type: none"> <li>From which version this is available</li> </ul>	<ul style="list-style-type: none"> <li>Error Checking</li> </ul>
<ul style="list-style-type: none"> <li>What is Timeline?</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate Formulas</li> </ul>
<ul style="list-style-type: none"> <li>From which version this is available</li> </ul>	<ul style="list-style-type: none"> <li>Watch Window</li> </ul>
<ul style="list-style-type: none"> <li>Slicers vs Timeline</li> </ul>	<b>35. Calculation Options</b>
<b>27. Insert Options</b>	<ul style="list-style-type: none"> <li>Automatic Calculations</li> </ul>
<ul style="list-style-type: none"> <li>Hyperlink</li> </ul>	<ul style="list-style-type: none"> <li>Automatic Calculations except for Data tables</li> </ul>
<ul style="list-style-type: none"> <li>Comments</li> </ul>	<ul style="list-style-type: none"> <li>Manual Calculations using Calculate Now</li> </ul>
<ul style="list-style-type: none"> <li>Text Box</li> </ul>	<ul style="list-style-type: none"> <li>Manual Calculations using Calculate Sheet</li> </ul>
<ul style="list-style-type: none"> <li>Header &amp; Footer</li> </ul>	<b>Data Management Techniques</b>
<ul style="list-style-type: none"> <li>WordArt</li> </ul>	<b>36. Connect with External Applications</b>
<ul style="list-style-type: none"> <li>Signature Line</li> </ul>	<ul style="list-style-type: none"> <li>Create a connection with Database</li> </ul>
<ul style="list-style-type: none"> <li>Object</li> </ul>	<ul style="list-style-type: none"> <li>Create connection with Text/CSV file</li> </ul>
<ul style="list-style-type: none"> <li>Hyperlink vs Object</li> </ul>	<ul style="list-style-type: none"> <li>Create a connection with Website</li> </ul>
<ul style="list-style-type: none"> <li>Symbols</li> </ul>	<ul style="list-style-type: none"> <li>Extract data from external sources</li> </ul>
<ul style="list-style-type: none"> <li>Equations</li> </ul>	<ul style="list-style-type: none"> <li>Delete existing connections</li> </ul>
<b>Report Printing Techniques</b>	<ul style="list-style-type: none"> <li>Refresh connections</li> </ul>
<b>28. Themes</b>	<ul style="list-style-type: none"> <li>Set time to refresh connections automatically</li> </ul>
<ul style="list-style-type: none"> <li>Change Document Styles using Themes</li> </ul>	<b>37. Sort &amp; Filter</b>
<ul style="list-style-type: none"> <li>Change Document Color</li> </ul>	<ul style="list-style-type: none"> <li>Sort A-Z</li> </ul>
<ul style="list-style-type: none"> <li>Change Document fonts</li> </ul>	<ul style="list-style-type: none"> <li>Sort Z-A</li> </ul>
<ul style="list-style-type: none"> <li>Change Document effects</li> </ul>	<ul style="list-style-type: none"> <li>Level by Sorting/Custom sorting</li> </ul>
<ul style="list-style-type: none"> <li>Create our own Theme</li> </ul>	<ul style="list-style-type: none"> <li>Filter by Text</li> </ul>
<b>29. Page Setup</b>	<ul style="list-style-type: none"> <li>Filter by Number</li> </ul>
<ul style="list-style-type: none"> <li>Set Page Margins</li> </ul>	<ul style="list-style-type: none"> <li>Filter by Text Color</li> </ul>
<ul style="list-style-type: none"> <li>Change the orientation</li> </ul>	<ul style="list-style-type: none"> <li>Filter by font Color</li> </ul>
<ul style="list-style-type: none"> <li>Set the paper size</li> </ul>	<ul style="list-style-type: none"> <li>Filter by Icons</li> </ul>
<ul style="list-style-type: none"> <li>Set print area</li> </ul>	<ul style="list-style-type: none"> <li>Filter using search box</li> </ul>
<ul style="list-style-type: none"> <li>Clear Print area</li> </ul>	<ul style="list-style-type: none"> <li>Add selection to existing filters</li> </ul>
<ul style="list-style-type: none"> <li>Insert/Remove Page breaks</li> </ul>	<ul style="list-style-type: none"> <li>Advanced filters using conditions</li> </ul>
<ul style="list-style-type: none"> <li>Insert picture as a background</li> </ul>	<ul style="list-style-type: none"> <li>Paste unique filtered data in other location</li> </ul>
<ul style="list-style-type: none"> <li>Print Titles</li> </ul>	<ul style="list-style-type: none"> <li>Auto Filter vs Advanced Filter</li> </ul>
<b>30. Scale to Fit</b>	<b>38. Data Tools</b>
<ul style="list-style-type: none"> <li>Change scale to fit pages</li> </ul>	<ul style="list-style-type: none"> <li>Split Data into multiple columns using Text to columns</li> </ul>
<b>31. Sheet Options</b>	<ul style="list-style-type: none"> <li>Flash Fill</li> </ul>
<ul style="list-style-type: none"> <li>Print Gridlines</li> </ul>	<ul style="list-style-type: none"> <li>Remove Duplicates</li> </ul>
<ul style="list-style-type: none"> <li>Print Headings</li> </ul>	<ul style="list-style-type: none"> <li>Consolidate data from multiple sheets</li> </ul>
<b>32. Arrange Objects</b>	
<b>Formulas Execution Techniques</b>	<b>39. Data Validation</b>
<b>33. Define Names</b>	<ul style="list-style-type: none"> <li>What is Data Validation?</li> </ul>
<ul style="list-style-type: none"> <li>What is Define Name/Named Range?</li> </ul>	<ul style="list-style-type: none"> <li>Static Data Validation</li> </ul>
<ul style="list-style-type: none"> <li>Create static Named Range</li> </ul>	<ul style="list-style-type: none"> <li>Create input message</li> </ul>
<ul style="list-style-type: none"> <li>Create dynamic Named Range</li> </ul>	<ul style="list-style-type: none"> <li>Customize Error alert</li> </ul>
<ul style="list-style-type: none"> <li>Edit existing Named Range</li> </ul>	<ul style="list-style-type: none"> <li>Change the Error Style (Stop, Warning etc.)</li> </ul>
<ul style="list-style-type: none"> <li>Delete Existing Named Range</li> </ul>	<ul style="list-style-type: none"> <li>Dynamic Data Validation using formulas</li> </ul>
<ul style="list-style-type: none"> <li>Use Named Ranges in Formulas</li> </ul>	<ul style="list-style-type: none"> <li>Static List by Selecting Range/ Manual input</li> </ul>
<ul style="list-style-type: none"> <li>Use Named Ranges in Charts</li> </ul>	<ul style="list-style-type: none"> <li>List by using Named Range</li> </ul>
<ul style="list-style-type: none"> <li>Use Named Ranges in Dynamic Drop downs</li> </ul>	<ul style="list-style-type: none"> <li>Dependant drop downs using Named Range</li> </ul>
<ul style="list-style-type: none"> <li>Use Named Ranges in Pivot Tables etc.</li> </ul>	<ul style="list-style-type: none"> <li>Highlight Invalid Data using Circles</li> </ul>
<b>34. Formulas Auditing</b>	<ul style="list-style-type: none"> <li>Clear validation circles</li> </ul>
<ul style="list-style-type: none"> <li>Trace Precedents</li> </ul>	<ul style="list-style-type: none"> <li>Clear Data Validation</li> </ul>

<b>40. Forecast</b>	<b>48. Zoom Options</b>
<ul style="list-style-type: none"> <li>What if Analysis – Scenario Manager</li> </ul>	<b>49. Create new window for workbook</b>
<ul style="list-style-type: none"> <li>Goal Seek</li> </ul>	<b>50. Arrange Workbooks</b>
<ul style="list-style-type: none"> <li>Data Table</li> </ul>	<b>51. Split worksheet screen</b>
<b>41. Outline</b>	<b>52. View workbook side by side for comparison</b>
Group	<b>53. Switch from one workbook to another</b>
Ungroup	<b>Data Analysis &amp; Visualization</b>
Sub-Totals	<b>54. Pivot Table (PT) &amp; Pivot Chart</b>
<b>Data Protection Techniques</b>	<ul style="list-style-type: none"> <li>What is Pivot Table</li> </ul>
<b>42. Spell Checking Options</b>	<ul style="list-style-type: none"> <li>How to insert Pivot Table</li> </ul>
<ul style="list-style-type: none"> <li>Spelling</li> </ul>	<ul style="list-style-type: none"> <li>Pivot Table Fields Section</li> </ul>
<ul style="list-style-type: none"> <li>Thesaurus</li> </ul>	<ul style="list-style-type: none"> <li>Pivot Table Areas Section (Rows, Columns, Values &amp; Filter)</li> </ul>
<ul style="list-style-type: none"> <li>Translate</li> </ul>	<ul style="list-style-type: none"> <li>How to make your PT dynamic without changing the data source every time</li> </ul>
<ul style="list-style-type: none"> <li>Auto Correct Options</li> </ul>	<ul style="list-style-type: none"> <li>How to insert Slicers in Pivot Table</li> </ul>
<b>43. Protection Options</b>	<ul style="list-style-type: none"> <li>Insert Timeline in Pivot Table</li> </ul>
<ul style="list-style-type: none"> <li>Worksheet Protection (Restrict user to enter or modify data)</li> </ul>	<ul style="list-style-type: none"> <li>Difference between Slicer and Report Filter</li> </ul>
<ul style="list-style-type: none"> <li>Workbook Protection (Restrict user to Insert/Delete Sheet, Move Sheet, Copy Sheet, Change Tab Color etc) – Structure Protection</li> </ul>	<ul style="list-style-type: none"> <li>How to Connect Multiple Pivot Tables using Slicers</li> </ul>
<ul style="list-style-type: none"> <li>How to protect specific range</li> </ul>	<ul style="list-style-type: none"> <li>How to insert Calculated Field/Formulas in PT</li> </ul>
<ul style="list-style-type: none"> <li>Allowing users to edit the protected range</li> </ul>	<ul style="list-style-type: none"> <li>Pivot Table Value field settings</li> </ul>
<ul style="list-style-type: none"> <li>Lock cells / Hide formulas</li> </ul>	<ul style="list-style-type: none"> <li>Grouping/Ungrouping of fields</li> </ul>
<ul style="list-style-type: none"> <li>Workbook Encryption</li> </ul>	<ul style="list-style-type: none"> <li>Creating Pivot Chart</li> </ul>
<b>44. Comments</b>	<ul style="list-style-type: none"> <li>Sub Total settings</li> </ul>
<ul style="list-style-type: none"> <li>Insert Comment</li> </ul>	<ul style="list-style-type: none"> <li>Grand Totals settings</li> </ul>
<ul style="list-style-type: none"> <li>Show/Hide Comments</li> </ul>	<ul style="list-style-type: none"> <li>Report Layout Options</li> </ul>
<ul style="list-style-type: none"> <li>Modify Comments</li> </ul>	<ul style="list-style-type: none"> <li>Pivot Table Style Options etc.</li> </ul>
<ul style="list-style-type: none"> <li>Delete Comment</li> </ul>	<b>55. Charts</b>
<b>45. Notes</b>	<ul style="list-style-type: none"> <li>What is Chart?</li> </ul>
<ul style="list-style-type: none"> <li>Insert Note</li> </ul>	<ul style="list-style-type: none"> <li>Charts Terminology</li> </ul>
<ul style="list-style-type: none"> <li>Show/Hide Notes</li> </ul>	<ul style="list-style-type: none"> <li>Types of Charts – Column, Line, Bar, Pie, Area, Combo charts etc.</li> </ul>
<ul style="list-style-type: none"> <li>Modify Notes</li> </ul>	<ul style="list-style-type: none"> <li>Creating Static Chart</li> </ul>
<ul style="list-style-type: none"> <li>Delete Notes</li> </ul>	<ul style="list-style-type: none"> <li>Chart Design</li> </ul>
<b>Data Viewing Techniques</b>	<ul style="list-style-type: none"> <li>Dynamic Chart using formulas</li> </ul>
<b>46. Workbook Views</b>	<ul style="list-style-type: none"> <li>Dynamic chart using Named Range</li> </ul>
<ul style="list-style-type: none"> <li>Normal View</li> </ul>	<b>56. Dashboards</b>
<ul style="list-style-type: none"> <li>Page Break Preview</li> </ul>	<ul style="list-style-type: none"> <li>What is Dashboard?</li> </ul>
<ul style="list-style-type: none"> <li>Page Layout View</li> </ul>	<ul style="list-style-type: none"> <li>Creating Dashboard using Pivot Tables and Charts</li> </ul>
<ul style="list-style-type: none"> <li>Custom Views</li> </ul>	<b>Project8:</b> Creating Dashboard using real time data
<b>47. Show/Hide</b>	<b>Project9:</b> 25 complex tasks using advanced features of Excel
<ul style="list-style-type: none"> <li>Gridlines</li> </ul>	
<ul style="list-style-type: none"> <li>Formula Bar</li> </ul>	
<ul style="list-style-type: none"> <li>Headings</li> </ul>	

Flat No 406, 4th Floor, KVR Enclave, Between Sathyam Theatre and Gurudwara,

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