

Module: Advanced MS Excel

Mode: Classroom

Duration: 16 hours

The course is designed for professionals and graduate students who need to learn about the advanced ways of using spreadsheets to resolve day-to-day issues experienced at workplace and to solve complex issues in an easy manner.

Course Outline:

1. Formulas – Writing & Fixing Errors
2. Working with Data
3. Creating and Working with Charts
4. Data Analysis & Pivot Tables
5. Review & Security

Formula Writing & Fixing Errors	Working with Data
<ul style="list-style-type: none"> ➤ Financial: Time Value of Money (PV, FV, nper, rate, PMT) + IRR, NPV ➤ Look up: Vlookup, Hlookup ➤ Math: Sum, Sumproduct, Absolute, Integer, Round, Average, Count, Minimum, Maximum ➤ Logical: IF, nested if, sumif, Count, Countif, CountBlank, iferror and, or, ➤ Text: Case, Position, Search, Trim, Right, Left, Concatenate ➤ Date & Time: Day and Time, Representation of Date in Excel, Conversion, Today, Day ➤ Others: Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power 	<ul style="list-style-type: none"> ➤ Sorting (number, alphabets, color, date, custom) ➤ Filter, Advanced Filter ➤ Text to column: Importing .txt files / CSV into excel (Bhav Copy) ➤ Importing from internet (Web Query) ➤ Data Validation (List, Error Message) ➤ Grouping and Sub-grouping ➤ Subtotal ➤ What if Analysis (Goal Seek, Scenario) ➤ Solver (addin)
Working with Data	Review and Security
<ul style="list-style-type: none"> ➤ Precedents, Dependents, Error Checking ➤ Evaluation of Formula – Stepwise ➤ Formula hiding 	<ul style="list-style-type: none"> ➤ Password Protection ➤ Cells Lock ➤ Making excel as a form ➤ Track Changes
Advanced Excel	Miscellaneous
<ul style="list-style-type: none"> ➤ Using Circular Formula (Storage of Data) ➤ Iterations and array ➤ Recording macros ➤ Pivot Table (Pivot Chart) ➤ Sharing of excel (Collaboration) ➤ Sample Models 	<ul style="list-style-type: none"> ➤ Freeze panes ➤ Charts (Bar, Column, Line, Pie, Area, 3d) ➤ Auto Sum on the Task-bar ➤ Usage of Top Ribbon Menu ➤ Formatting