

Introtallent

Training | Analytics | Consulting

Advanced Excel Program



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Course content: MS Excel



Module-wise details in next pages...

Fundamentals and Functions

Category		Key Topics	
MODULE: 1	Basics	Why excel is so important even today?	
		Understanding Workbook, Worksheet, Menu, and Ribbon	
		Select Range, Copy, Paste, and Move data	
		Formatting Cells, Range, and Worksheet	
		Insert and Delete Worksheets	
		Hide-Unhide Worksheets	
		Cell References: Relative Reference, Absolute Reference, and Mixed Reference	
		Working with Formula	
	Formulas & Functions	Date & Time	DATE, DATEVALUE, DAYS, DAYS360, MINURT,HOUR, MONTH, NETWORKDAYS, NOW, TIMEVALUE, TODAY, WEEKDAY, TIME, YEAR
		Math & Trig	AGGREGATE, CEILING, COMBINE, EVEN, EXP, FACT, FLOOR, INT, MOD, ODD, POWER, PRODUCT, RAND, RANDBETWEEN, ROUND, ROUNDUP, ROUNDDOWN, SQRT, SUBTOTAL, SUM, SUMIF, SUMIFS, SUMPRODUCT, TRUNC
Statistical		AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, CORREL, COUNT, COUNTA, COUNTIF, COUNTBLANK, COUNTIFS, FREQUENCY, LARGE, MAX, MAXA, MAXIFS, MEDIAN, MIN, MINA, MINIFS, MODE, PERCENTILE, QUARTILE, RANK, STDEV	
Lookup & Reference		LOOKUP, VLOOKUP, HLOOKUP, MATCH, INDEX, FORMULATEXT, TRANSPOSE	
Text		CLEAN, CONCAT, EXACT, FIND, LEFT, RIGHT, LEN, LOWER, UPPER, MID, PROPER, REPLACE, REPEAT, RIGHT, SEARCH, SUBSTITUTE, TEXT, TRIM	
Logical		AND, OR, NOT, IF, IFERROR, IFNA	
Information		ISERROR, ISBLANK, ISNA, ISNUMBER, ISTEXT, ISEVEN, ISODD	

Handling Data & Visualization

	Category	Key Topics
MODULE: 2	Visual Representation of Data using Charts	Column
		Line
		Pie
		Bar
		Area
		Scatter (X Y)
		Radar
		Histogram
		Waterfall
		Funnel
	Working with Data/Table	Combo
		Freezing Pane
		Applying Filters
		Sorting data
		Grouping Data (Rows and Columns)
		Ungroup Data
		Format Painter
		Alignment
		Wrap Text
		Merge & Center
Conditional Formatting		
Format as Table		
Text to Column		
Remove Duplicates		
Data Validation		

Analyzing Data

	Category	Key Topics
MODULE: 3	Data Analysis 1:	What-if Analysis
		Scenario Manager
		Goal Seek
		Data Table
	Data Analysis 2:	Why Pivot Table?
		Working with Pivot Table
		Sorting & Filtering in Pivot Table
		Calculated Field
		Pivot Charts
		Slicers

Introduction to Macros, Other Features & Functionalities

Category		Key Topics
MODULE: 4	Other Features & Functionalities: 1	GoTo
		Shapes
		SmartArt
		Sparklines
		Define Names
		Name Manager
		Calculation Options
		Get Data
		Text to Column
		Remove Duplicates
	Data Validation	
	Data Table	
	Other Features & Functionalities: 2	Group/Ungroup
		Subtotal
Comments		
Protect Sheet		
Protect Workbook		
Workbook Views		
Macros	Show/Hide: Ruler, Formulabar, Gridlines, Headings	
	Freeze Panes	
	Split	
	Record Macro	
Shortcut Keys	View Macro	
	Edit Macro	
	Assign shortcut keys	

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