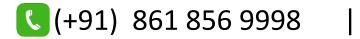
# **Introtalent**Training | Analytics | Consulting

# Advanced Excel Program





info@introtallent.com

## Course content: MS Excel



#### Module-wise details in next pages...



#### **Fundamentals and Functions**

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

#### Introtallent

#### Handling Data & Visualization

| Category        |   | Key Topics                       |  |
|-----------------|---|----------------------------------|--|
|                 |   | Column                           |  |
|                 |   | Line                             |  |
|                 |   | Pie                              |  |
|                 | Visual Representation of Data using<br>Charts | Bar                              |  |
|                 |   | Area                             |  |
|                 |   | Scatter (X Y)                    |  |
|                 |   | Radar                            |  |
|                 |   | Histogram                        |  |
| $\sim$          |   | Waterfall                        |  |
| ••              |   | Funnel                           |  |
| щ               |   | Combo                            |  |
| MODULE          |   | Freezing Pane                    |  |
|                 |   | Applying Filters                 |  |
|                 |   | Sorting data                     |  |
| $\underline{O}$ |   | Grouping Data (Rows and Columns) |  |
| $\geq$          |   | Ungroup Data                     |  |
|                 |   | Format Painter                   |  |
|                 | Working with Data/Table                       | Alignment                        |  |
|                 | 5   | Wrap Text                        |  |
|                 |   | Merge & Center                   |  |
|                 |   | Conditional Formatting           |  |
|                 |   | Format as Table                  |  |
|                 |   | Text to Column                   |  |
|                 |   | Remove Duplicates                |  |
| tallent         |   | Data Validation                  |  |

#### Analyzing Data

|        | Category         | Key Topics                         |  |
|--------|------------------|------------------------------------|--|
|        | Data Analysis 1: | What-if Analysis                   |  |
| m      |                  | Scenario Manager                   |  |
|        |                  | Goal Seek                          |  |
| ц.     |                  | Data Table                         |  |
|        |                  |                                    |  |
| $\sum$ | Data Analysis 2: | Why Pivot Table?                   |  |
| MOD    |                  | Working with Pivot Table           |  |
|        |                  | Sorting & Filtering in Pivot Table |  |
|        |                  | Calculated Field                   |  |
|        |                  | Pivot Charts                       |  |
|        |                  | Slicers                            |  |



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

#### Introduction to Macros, Other Features & Functionalities

#### Introtallent

## **Contact Details:**





