



DISCUSS COACHING

396/12 NEW RAILWAY ROAD, GURUGRAM, HARYANA 122001

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ADVANCE EXCEL FOR 2 MONTH

ADVANCE EXCEL -1

- ✦ Customizing common option in Excel
- ✦ Absolute and relative cells
- ✦ Protecting and un-protecting worksheet and cell
- ✦ Writing conditional expressions(using IF)
- ✦ Using logical function(AND,OR,NOT)

Advance Excel – Aapko banaye apne group ka No.1!

This is corporate Advance Excel Course

Working with functions

- ❖ Using lookup and reference functions(VLOOKUP,HLOOKUP,MATCH,INDEX)
- ❖ LOOKUP with exact match, Approximate Match
- ❖ Nested VLOOKUP exact match
- ❖ VLOOKUP with table ,Dynamic Range
- ❖ Nested VLOOKUP with Exact Match
- ❖ Using VLOOKUP to consolidate Data from Multiple Sheet

Data Validation

- ❖ Specifying a valid range of values for a cell
- ❖ Specifying a list of valid value for a cell
- ❖ Specifying custom validation based on formula for a cell

Working with Templates

- ❖ Designing the structure of a template
- ❖ Using templates for standardization of worksheet

Sorting and Filtering Data

- ❖ Sorting table
- ❖ Using multiple –level sorting
- ❖ Using custom sorting
- ❖ Filtering data for selected view
- ❖ Using advance filter option

Working with report

- ❖ Creating subtotals
- ❖ Multiple –level subtotals
- ❖ Creating Pivot tables
- ❖ Formatting and customizing Pivot table

- ✚ Using advance option of pivot tables
- ✚ Pivot chart
- ✚ Consolidating data from multiple sheet and files using Pivot table
- ✚ Using external data sources
- ✚ Using data consolidation feature to consolidate data
- ✚ Show value As (% of row ,% of column, running total, compare with
- ✚ Specific field
- ✚ Viewing Subtotal under Pivot
- ✚ Creating slices

More function

- ❖ Date and time function
- ❖ Text function
- ❖ Database function
- ❖ Power Function(count if, countifs,sumif,sumifs)

Formatting

- ❖ Using auto formatting option for worksheet
- ❖ Using conditional formatting option for row, column and cell

Macro

- ❖ Relative & Amp
- ❖ Editing Macro

What if Analysis

- ❖ Goal seek
- ❖ Data tables
- ❖ Scenario Manager

Chart

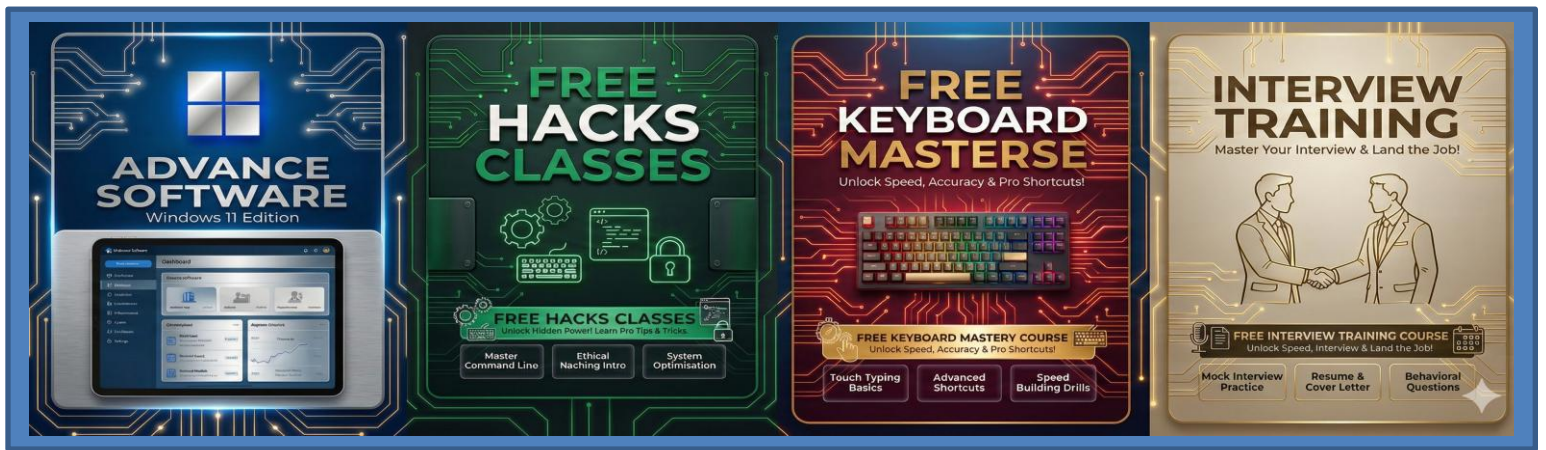
- ❖ Using chart
- ❖ Formatting chart
- ❖ Using 3D Graphs
- ❖ Using Bar and Line Chart together
- ❖ Using Secondary Axis in Graphs
- ❖ Sharing chart with PowerPoint, MS- word, Dynamically

New Features of Excel

- ❖ Sparkline, inline chart, data charts
- ❖ Overview of all the new feature

Final Assignment

- ❖ The Final Assignment would test contains question to be solved at the end of the course



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