



# EXCEL SOLUTIONS

Add Extra Skills to Your Professional Career

## ADVANCE EXCEL COURSE CONTENT

### **Introduction to Excel and short keys**

- Formatting (Applying Borders, Colors and Font styles)
- Conversion of Formats
- Merging and Wrapping the text
- Conditional Formatting
- Format as Table
- Inserting and deletion of Rows, Columns and Sheets
- Row height and Column width
- Formula based Conditional Formatting

### **Tables, Illustrations and charts**

- Hiding and un-hiding of Rows, Columns and Sheet
- Protecting sheet and Workbook
- Move or Copy, Rename sheet and Tab Color
- Filling series of Numbers and Dates
- Sorting and Filtering
- Usage of Charts (Column, Pie, Bar, Line)

### **Proofing, Comments and Changes**

- Inserting Hyperlinks
- Linking sheets, Cells, Workbook, Range and Mail
- Inserting Object
- Protect Sheet
- Protect Workbook
- Hiding Formulas
- Sharing Workbook
- Track Changes (Highlight, Accept and Reject Changes)
- Inserting and Editing Comments

### **Page setup, Scale to fit and arrange**

- Freeze Panes (Rows and Columns)
- Save workspace, Switch windows and Split window
- Arranging the window (Vertically and Horizontally)
- Paper margins, Gridlines and Paper size
- Page breaks, Applying background and Print titles
- Row repeat at top and Print preview

### **Connections and Data Tools**

- Data Importing (From Access, Web and Text)
- Other Sources (SQL server and XML)
- Advance Sorting and Filtering
- Text to Columns
- Removing Duplicates
- Data Validation
- List box, Formula based restrictions
- Customization of error alert and Input box

### **Data Tools and Outline**

- Data Consolidation
- Scenario Manager
- Goal Seek
- Data Table
- Group and Ungroup
- Adding subtotals to the list
- Defining name to the range
- Name manger editing
- Trace precedents/Trace Dependents
- Evaluate Formulas
- Connecting with external data sources
- Adv Filter
- Data Validation
- Forecasting

### **Statistical and Information Function & activities**

- AVERAGE
- AVERAGEIF
- AVERAGEIFS
- COUNT
- COUNTA
- COUNTBLANK
- COUNTIF
- COUNTIFS
- SUM
- SUMIF
- SUMIFS

- MAXIFS
- MINIFS
- LARGE, SMALL
- MAX, MIN
- RANK
- ROWS, ROW
- COLUMN and COLUMNS
- ISBLANK, ISERROR
- ISNUMBER
- ISTEXT and ISNA

#### **Date & Time and Logical Functions & Activities**

- DATEDIF
- DATE
- TODAY
- NOW
- WEEKDAY
- MONTH
- YEAR
- YEARFRAC
- NETWORKDAYS
- DAYS360
- MINUTE
- HOUR
- SECOND
- WEEKNUM
- EDATE
- EOMONTH.
- IF, AND
- OR, NOT
- TRUE
- FALSE
- IFERROR
- Nested Functions.

#### **Lookup and References & Activities**

- VLOOKUP
- HLOOKUP
- XLOOKUP
- INDEX
- MATCH
- OFFSET
- CHOOSE
- INDIRECT
- VLOOKUP with MATCH
- VLOOKUP with IFERROR
- VLOOKUP with WILDCARD
- VLOOKUP with ARRAY

**More Functions & Activities**

- Sorting the data using formula
- Using formula in conditional formatting to highlight second repeated value
- INDEX and MATCH
- Comparison of charts using OFFSET function
- Pivot Tables
- Using slicers in pivot Table
- Time line report in pivot
- Dynamic charts using IF Conditions
- Creating dynamic dashboards using OFFSET function
- Preparing Rosters
- Data Analysis