

ADVANCE EXCEL



Excel



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Advance Excel

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BASICS OF EXCEL

- **Data Entry and Creation:** Inputting and generating data, fundamental principles of data interpretation.
- **Data Styling:** Applying colors, fonts, bullets, and using the Format Painter tool.
- **Sorting and Filtering:** Basic and custom sorting, developing custom lists, understanding built-in lists, creating serial numbers, and applying filters.
- **Advanced Sorting and Filtering:** Sorting data by values and colors, filtering by numbers, text, values, logical functions, and colors.
- **File Management:** Creating, modifying, saving, and printing data.
- **Shape and Symbol Manipulation:** Working with shapes, symbols, tables, WordArt, SmartArt, etc.




CUSTOM & CONDITIONAL FORMATTING

- **Formatting vs. Conditional Formatting:** Understanding the differences.
 - **Creating Custom Formats:** Developing custom number formats.
 - **Conditional Formatting:** Setting up and managing rules, using formulas and functions, and applying various conditional formats like color bars, icons, and scales.
 - **Conditional Formatting Techniques:** Locating cells with conditional formats, managing rules, and applying top and bottom value formats.
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WORKSHEET PROTECTION, NAME MANAGER & HYPERLINKS

- **Protection:** Importance and types of protection.
 - **Securing Worksheets and Workbooks:** Protecting worksheets, workbooks, and Excel files, including advanced protection techniques.
 - **Hyperlinks:** Creating hyperlinks between sheets and files.
 - **Name Manager:** Using Name Box, Name Manager, creating names from selections, and using Name Manager in functions like INDIRECT and VLOOKUP.
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PIVOT TABLES, PIVOT CHARTS, DATA ANALYSIS AND REPORTING

- **Pivot Tables:** Creating and customizing pivot tables, refreshing data, and advanced pivot table options.
 - **Pivot Charts:** Using slicers, grouping data, and viewing subtotals.
 - **Data Consolidation:** Combining data from multiple sheets and files.
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ADVANCED DATA ANALYSIS, SUBTOTALS, IMPORT AND EXPORT

- **What-If Analysis:** Utilizing Goal Seek and data tables for financial analysis.
 - **Scenario Manager:** Creating and analyzing business scenarios.
 - **Subtotal Functions:** Creating multilevel subtotals and consolidating data.
 - **Data Import/Export:** Importing from text files, exporting data, and using Text to Columns.
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SPECIAL EXCEL FEATURES


- **Freezing Panes:** Customizing freezing options for rows and columns.
 - **Window Management:** Splitting windows and using Flash Fill.
 - **Paste Special:** Using various paste options including values, validation, and formulas.
 - **Data Management:** Removing duplicates, using the Go To function, and advanced filtering techniques.
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CHARTS AND DASHBOARD CREATION

- **Chart Creation:** Visualizing data with various chart types and advanced formatting.
- **Chart Elements:** Adding and modifying data labels, working with axes, and using charts in presentations and dashboards.

DATA VALIDATION


- **Preventing Invalid Data:** Setting validation criteria for numbers, dates, times, lists, and text length.
 - **Custom Validations:** Using functions and formulas to specify valid ranges and circle invalid data.
 - **Input Messages and Error Alerts:** Implementing and customizing alerts.
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FUNCTIONS AND FORMULAS FOR REPORTING

- **Understanding Functions:** Difference between functions and formulas, and their references.
- **Common Functions:** TODAY, NOW, RAND, SUM, MIN, MAX, AVERAGE, COUNT, and more.
- **Text and Logical Functions:** UPPER, LOWER, ISNUMBER, ISTEXT, IF, AND, OR, etc.

DATE AND TIME FUNCTIONS & FORMULAS


- **Date and Time:** DAY, MONTH, YEAR, WEEKNUM, HOUR, MINUTE, NETWORKDAYS, and more.
 - **Dynamic Calculations:** Calculating working hours, expiry dates, and maturity dates.
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LOOKUP FUNCTIONS


- **Cell References:** Relative, absolute, and mixed references.
- **Lookup Functions:** VLOOKUP, HLOOKUP, INDEX, MATCH, and advanced lookup techniques.

FINANCIAL AND LOGICAL FUNCTIONS

- **Financial Functions:** FV, PV, PMT, IPMT, PPMT, RATE, and their applications in financial planning.
 - **Logical Functions:** IF, Nested IF, SUMIF, AVERAGEIF, and more for various business analyses.
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ADVANCED EXCEL DASHBOARD CREATION

- **Dashboard Concepts:** Overview of advanced functions and tools for dashboard creation.
 - **Form Controls:** Using form controls like speedometers, traffic signals, option buttons, and checkboxes in dashboards.
 - **KPI Dashboards:** Creating dynamic dashboards with PivotTables, charts, slicers, and advanced formatting effects.
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