Course Title: Advance MS Excel (Version : 2016/19)   **Duration : 1 day(8hours)**

This program is designed for executives who are already familiar with the basics of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and automating various tasks.

Program Objectives

This Advanced Excel training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analyzing large volumes of data.
- Creating MIS reports.
- Representing report in graphical way using Chart
- Designing and using templates.

Audience

Executives and managers who have already been using Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently.

Prerequisites

Participants attending this training should be familiar with the basic operations in Microsoft Excel, such as simple calculations, formatting and printing.

Day wise Break-up

Module	Topic
Module 1	Brush-up on Excel
Module 2	Working with Cell Reference
Module 3	Working with advance Functions
Module 4	Sorting and Filtering Data
Module 5	Working with Styles and Formatting
Module 6	Working with Lookup Functions and Protection
Module 7	Data Validation
Module 8	Working with Template
Module 9	Working with Reports and Graphs

Course Outline

Module 1: Brush-up on Excel

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the Excel Galleries
- Customize the Excel Interface

Module 2: Working with Cell Reference

- Understanding Cell Reference
- Working with all kind of cell reference(Relative, Absolute & Mixed)
- Understanding Mixed cell reference with some formulas

Module 3: Working with advance Functions

- General Functions(SUM, AERAGE, MIN, MAX, LARGE,SMALL,SUMIF,COUNTIF,AVERAGEIF,SUMIFS,COUNTIFS,AVERAGEIFS & RANK etc.)
- Writing conditional expressions (using IF)
- Limitation IF
- Using IF in Date Function.

Module 4: Sorting and Filtering Data

- Sorting tables
- Using multiple-level sorting
- Using custom sorting
- Filtering data for selected view
- Using advanced filter options
- Extracting unique record using advance filter technique

Module 5: Working with Styles and Formatting

- Cell Styles
- Formatting the structure of a list
- Conditional Formatting
- Using Functions & Formulas in Conditional Formatting

Module 6: Working with Lookup Functions and Protection

- Using Vlookup and HLookup function
- Comparing two files using lookup function
- Using Column function in Vlookup
- Using Match Function to avoid Column position in Vlookup
- Protecting/un-protecting Worksheets & Workbook

Module 7: Data Validations

- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Using Formula in data validation

Module 8: Working with Template

- Designing the structure of a template
- Using templates for standardization of worksheets

Module 9: Working with Reports and Graphs

- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot tables
- Using advanced options of Pivot tables
- Using group features of Pivot Table
- Working with Pivot Chart
- Inserting normal Chart
- Working with Chart Axis(Primary and Secondary)