Microsoft Excel _customized for UFlex
1 Day – 8 Hours

Program Details
- Excel Quick Overview : Use of Excel, its boundaries & features
- Data Formatting & Custom settings: Number, Text, Date, Currency, Custom settings. Data formatting & cleaning
- Conditional Formatting: Once defined, it will automatically change color of value. E.g. up or down, high or low, pass or fail, profit or loss etc.
- Filters, Queries & Data Sorting: Drill down your data to your desired level. Sort data based on your choice e.g. like North, East, West, South rather than alphabetically.
- Formula Writing & Fixing Errors: Financial, Logical, Text, Day and Time, Statistical, Mathematical etc. Sum, Average, Count, Minimum, Maximum, Absolute, Concatenate, Count, Count A, Count Blank, Count If, Day, Today, Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power, Rank, Right, Round, Trim etc.
- If-Then-Else & Nested If commands: Produce different set of results based on slabs, conditions.
- Vlookup / Hlookup: You have large amount of data placed at different locations & you want to merge it based on common values & it's relevance.
- Graphs & Charts: In this workshop you will learn how to create, modify & update graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc.
- Hyper / Data Linking: Hyper & data linking, within or outside Worksheet / Excel File is an important feature. This helps update data automatically.
- Grouping - Ungrouping: Sometime data needs to be grouped for summarized results & crisp view. Grouping & ungrouping feature will help you do so.
- Pivot Tables: Summarize your data as per your desire. You need to select data in a range & produce consolidated results in user defined reporting formats.

Intermediate Excel :

Formulae & Working with Functions
- Formulae that add/subtract/multiply/divide
- Bodmas/formula error checking
- The sum function
- Summing non-contiguous ranges •count/ average/maximum/minimum functions
- Paste special to copy formulae/formats/validations
- Paste special to add/multiple & transpose
- Shortcut to copying visible cells

Working with advance Functions

- Writing conditional expressions (using IF)

- Using nested IFs
- Using logical functions (AND, OR & NOT)
- Using lookup and reference functions (VLOOKUP & HLOOKUP)
- Limitation of Vlookup and how to avoid it by using INDEX &INDEX