Microsoft Excel Advance

Module 1. Some Advanced Functions

- Lookup Functions (XLookup, Index, Match)
- Vlookup with Array Function
- Vlookup with Column Function
- Sum Product Function
- Logical Statements (Nested IF/sumif/sumifs/countif/countifs)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Module 2: Time Value for Money

- NPV and PV for calculating Present Value
- Internal Rate of Return

Module 3: Improve Data Quality

- **Data Validation:** Restrict the type of data that can be allowed in a cell
- **Remove Duplicates:** Eliminate duplicate row data

Module 4: Data Management
- Creating and Understanding Scenario
- Working with Data Table
- Working with Solver Tool

Module 5: Connecting & Transforming Data with Power Query.

- Introduction
- Getting to Know Power Query in Excel
- Exploring Excel's Power Query Editor
- Power Query Data Loading Options

Module 6: Manage advanced charts and tables

Create and modify PivotTables & Pivot Charts

- Creating Pivot Tables
  - ✓ More PivotTable Functionality
  - ✓ Inserting Slicers
  - ✓ Multi-Select Option in Slicers
  - ✓ PivotTable Enhancements
- Working with Pivot Charts
  - ✓ Inserting Pivot Charts
  - ✓ Using the Chart Recommendation Feature
  - ✓ Editing Charts
  - ✓ Using Chart Tools

Module 7: Auditing Worksheets

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

Module 8: Working with others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Module 9: Some Advanced Functionality

- Advanced Conditional Formatting
- Advance Filter

Module 10: Recording and Using Macros

- Recording Macros
- Recording a Macro
- Running Macros
- Editing Macros
- Assigning short cut key for Macro
- Assigning Macro to a shape
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar