

KOENIG SOLUTIONS · COURSE OUTLINE

Microsoft Excel Training (Version: 2016/19)

Learn to use advanced Excel functions, lookups, data validation, templates, pivot tables and charts to analyse data and build reports.

1 Day

8 HOURS A DAY

9

MODULES

41

TOPICS

COURSE OVERVIEW

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.

WHO THIS COURSE IS FOR

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.

LEARNING 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

9 Modules, 41 Topics

01

Brush-up on Excel

TOPICS

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

02

Working with Cell Reference

TOPICS

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

03

Working with Advance Functions

TOPICS

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

04

Sorting and Filtering Data

TOPICS

- 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

05

Working with Styles and Formatting

TOPICS

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

06

Working with Lookup Functions and Protection

TOPICS

- 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

07

Data Validations

TOPICS

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

08

Working with Template

TOPICS

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

Working with Reports and Graphs

TOPICS

- 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)

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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