



- CYU – Check Your Understanding
- LOTW – Learning On The Walls
- PPR – Participant Progress Report
- PTS – Post Training Support (Web)

ADVANCE MS EXCEL

Duration: 3 Days

FUNCTIONS AND FORMULAS

- ❖ Getting Help with Functions.
- ❖ Inserting the current time and date.
- ❖ Nested functions.
- ❖ Consolidating data using a 3-D reference sum function.
- ❖ Mixed references within formulas.
- ❖ Time & Date functions - TODAY.
- ❖ Time & Date functions - NOW.
- ❖ Time & Date functions - DAY.
- ❖ Time & Date functions - MONTH.
- ❖ Time & Date functions - YEAR.
- ❖ Mathematical functions -
- ❖ Trigonometric Functions
- ❖ Logical functions - IF.
- ❖ Logical functions - AND.
- ❖ Logical functions - OR.
- ❖ Mathematical functions - SUMIF.
- ❖ Statistical functions - COUNT.
- ❖ Statistical functions - COUNTA.
- ❖ Statistical functions - RANK.
- ❖ Text functions - LEFT.
- ❖ Text functions - RIGHT.
- ❖ Text functions - CONCATENATE.
- ❖ Financial functions - FV.
- ❖ Financial functions - PV.
- ❖ Financial functions - NPV.
- ❖ Financial functions - RATE.
- ❖ Financial functions - PMT.
- ❖ Lookup functions - VLOOKUP.
- ❖ Lookup functions - HLOOKUP.
- ❖ Database functions - DSUM.
- ❖ Database functions - DCOUNT.
- ❖ Database functions - DAVERAGE

NAMED RANGES.

- ❖ Naming cell ranges.
- ❖ Removing a named range.
- ❖ Named cell ranges and functions.

CELL FORMATTING.

- ❖ Applying styles to a range.
- ❖ Conditional formatting.
- ❖ Custom number formats.



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INTRODUCTION

FORMATTING

- ❖ Formatting In Excel
- ❖ Adv Formating
- ❖ Conditional Formatting
- ❖ Data Validation
- ❖ Practice

LINKING IN EXCEL

- ❖ Across Sheets
- ❖ Across Workbooks
- ❖ making worksheets " Error Free"
- ❖ Practice

REFERENCING

- ❖ Cell Referencing In Excel
- ❖ Relative Referencing
- ❖ Absolute Referencing
- ❖ Difference Between Relative & Absolute Cell Referencing
- ❖ 3D Reference
- ❖ Practice

FUNCTIONS IN EXCEL

- ❖ Syntax Formations and Explanations
- ❖ SUM,COUNT,AVERAGE,SUMIF,COUNTIF ETC
- ❖ Sumproduct,subtotal,count,counta,
- ❖ IF,AND,OR ETC
- ❖ LOOKUP,VLOOKUP,HLOOKUP ETC
- ❖ Text Functions
- ❖ LEN,UPPER,LOWER,PROPER ETC
- ❖ ISNUMBER, ISERROR, OR, AND, IF-THEN-ELSE
- ❖ Financial Functions
- ❖ PMT,RATE,PV,FV ETC
- ❖ Date & Time Functions
- ❖ Days 360 ("mm/dd/yy","mm/dd/yy") (Days - Functions)
- ❖ EOMONTH, TODAY(), WORKDAY(),
- ❖ Practice

MACROS

- ❖ Macro's In Excel
- ❖ Recording a Macro
- ❖ Running a Macro
- ❖ Assigning a Macro to a Tool Bar Button
- ❖ Saving a Macro In Personal Macro Work Book
- ❖ Editing a Macro
- ❖ Deleting a Macro
- ❖ Practice



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CREAT EXCEL ADD - INS

EXCEL CHARTS

WORKING WITH DATA LISTS

- ❖ Sorting with Multiple Criteria
- ❖ Data Form
- ❖ Subtotals
- ❖ Consolidate
- ❖ Filtering
- ❖ Auto and Advanced Filter with Multiple Criteria
- ❖ Parctice

PIVOT TABLES

- ❖ Creating Pivot Table Using Wizard
- ❖ Modifying The Pivot Table
- ❖ Creating a Pivot Table Report
- ❖ Practice

PRINTING WITH EXCEL

- ❖ Working with print Options
- ❖ Setting Print Area/layout
- ❖ Practice

TEMPLATE BUILDING

- ❖ Practice

CUSTOMIZATION OF TOOLBAR

- ❖ Applying Protections
- ❖ Worksheet protection and locking of cells
- ❖ Workbook Protection
- ❖ Excel Keyboard shortcuts.
- ❖ Auditing Excel Sheet
- ❖ Working and editing with Hyperlinks
- ❖ Adding and Working On Custom views
- ❖ Practice

ANALYSIS TOOL

- ❖ Working With Goal Seek
- ❖ Creating Scenarios
- ❖ Grouping the Columns and Rows
- ❖ Importing the Text
- ❖ Practice

RECAP

- ❖ Accreditation