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CERTIFICATE IN ADVANCED EXCEL

DURATION: 60 Hours
TOTAL CREDITS: 2

COURSE SYLLABUS

Objective

This course is outlined in a way that it covers majority of enriched features in Microsoft Excel, including Macros, Pivot tables, Audit and Analyze worksheets, Use Advance Formulas and Functions, work with multiple Worksheets and Workbooks etc., which in turn increases productivity, improves efficiency by streamlining the workflow thus becomes a major asset for professional employees.

Exit Profile

- Design forms and formatting
- Data analysis and formulas
- Advanced charting and graphing functions
- Learn advanced features like data validation, shearing and productivity
- Comparing and combining work book or worksheets
- Analyze data with Excel like external database files, pivot tables, spark lines etc.
- Maximize the power of Excel with VBA and macros
- Advanced conditional formatting techniques
- Validating and queuing data

Career Path

- Office Assistant
- Administrative Assistant
- Data/Business Analyst
- Research Analyst

Course Outline

Course Name:	CERTIFICATE IN ADVANCD EXCEL	Duration:	60 H
Module	Topic	Dur.	Total Dur.
Module - I	Introduction to Excel	5 H	60 H
	Working with formulas and functions	10 H	
	Data sorting and filtering	6 H	
	Auditing	4 H	
	Charts and tables	6 H	
	Working with data	7 H	
	What if analysis	5 H	
	Exporting importing and reviewing a worksheet	6 H	
	VBA Macro	11 H	

Course in Detail

MODULE - 1:

INTRODUCTION TO MS EXCEL AND UNDERSTANDING BASIC WORKING WITH IT

- Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets
- Saving Excel File as PDF, CSV and Older versions
- Using Excel Shortcuts with Full List of Shortcuts
- Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet
- Using Paste Special Options
- Formatting Cells, Rows, Columns and Sheets
- Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- Page Layout and Printer Properties
- Inserting Pictures and other objects in Worksheets
- Working with Excel Properties

WORKING WITH FORMULAS/FUNCTIONS

- Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET,
- TRANSPOSE etc.
- Logical Function: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc.
- Database Functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR,
- DVARP etc.
- Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS,
- NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc.

- Information Functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN,
- ISLOGICAL, ISNA, ISNONTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc.
- Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN,
- SUMIF, SUMIFS etc.
- Statistical Functions: AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA, COUNTBLANK,
- COUNTIF, MAX, MAXA, MIN, MINA, etc.
- Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT,
- FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE etc.
- Financial Functions: PMT, PPMT, RATE etc.
- Other Important Functions

CONDITIONAL FORMATTING

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Color Scales and Icon Sets in Conditional Formatting
- Creating New Rules and Managing Existing Rules

DATA SORTING AND FILTERING

- Using Filters to Sort Data
- Custom Sorting
- Advance Filtering Options

CHARTS

- Bar Chart
- Line or Area Chart
- Pie or Doughnut Chart
- Hierarchy Chart – Treemap, Sunburst
- Scatter or Bubble Chart
- Statistic Chart – Histogram, Box & Whisker
- Waterfall or Stock Chart

- Combo Chart

AUDITING

- Show Formulas
- Trace Precedents & Dependents
- Remove Arrows
- Evaluate Formula

PIVOT TABLES

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table and Making Dynamic Pivot Tables

PIVOT CHARTS

- Creating Pivot Charts
- Types of Pivot Charts and Their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts

WORKING WITH DATA

- Text to Columns
- Data Validation
- Remove Duplicates
- Consolidate

Outlining & Grouping

- Subtotal

WHAT-IF ANALYSIS

- Scenario Manager
- Goal Seek
- Data Table

EXPORTING AND IMPORTING

- Exporting data from Web
- Exporting data from other sources
- Working with queries
- Get & Transform
- Loading & Editing queries

REVIEWING A WORKBOOK/WORKSHEET

- Protecting and Sharing a Workbook/Worksheet
- Locking and Editing Cells
- Proofing
- Insights
- Comments

VBA MACRO

- Introduction to VBA Macro
- Recording Macro & Understanding Code Behind
- Editing, Writing VBA Code and Saving as Macro
- Knowing Forms & Properties