

ADVANCED EXCEL

(Two Day Workshop)

About the Course:

This two day course is designed to plan and implement an advance Excel program in an organization. The course commences with a brief introduction to advance Excel features and a brief overview of the popular Excel functions adopted in organizations.

The different types of functions and Macros are covered. The subdivisions of functions and Macros are discussed in relative details, with stress on practical implementation of the concepts.

This course shall help an organization and professionals to accustom themselves with practices of Advance Excel, thereby increasing the organizational effectiveness.

Workshop objectives :

At the end of this course, participants will be able to:

- Be familiar with the Advance Excel features
- Understand and effectively use Advance Excel in day to day work

Workshop Contents :

The two day workshop would cover the topics as noted below.

Day 1 -

Excel Overview

- A overview of the screen, navigation and basic spreadsheet concepts
- Understanding workbooks, worksheets, rows, columns, cells
- Various selection techniques

Range Names

- Concept and Purpose
- Naming individual or range cells
- Deleting and amending named ranges
- Using named cells/ranges in formulae

Conditional Functions & Formats and Date Calculations

- If Statements, Nested If
- And, Or
- Combining If, And, Or

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- Sum if , Count if
- Conditional Formatting

- Different date/time formats
- How dates are stored
- Calculating working days
- Using the DAY(), MONTH(), YEAR() functions
- Time calculations

Basic List Management

- Sorting Data
- Adding Subtotals
- AutoFilter
- Freeze Panes
- Group and Outline
- Data Form

Lookup & Information Functions

- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)
- Match and Index
- IsText, IsValue, IsDate , IsNull , IsErr, Is Error, IsNa

Excel Charts / Graphs

- Using the Chart Wizard
- Editing and Formatting charts
- Saving custom chart types
- Setting a default chart type

Hyperlink

What If Analysis

- Scenarios
- Goal Seek
- Data Tables

Assignment No.1

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Day 2 -

Pivot Tables

- Using the Pivot Table Wizard
- Changing the pivot table layout

- Formatting
- Grouping items

- Inserting calculated fields
- Pivot Table Options
- Display and hide data in fields
- Lay out reports directly on worksheet
- Pivot Chart

Introduction to Macros

- Purpose of Macros
- Recording macros
- Where to save macros
- Absolute and relative record
- Running macros:
- Custom buttons, menu items, keyboard shortcuts

Assignment No.2