

Advance Excel

Excel References

Cell Reference, Absolute and Relative References, Circular References, Difference Between Options and Formulas, Formula Categorisation, Function Parameters, Optional and Mandatory Parameters, COUNT, COUNTA, COUNTBLANK, SUM, TEXT, REPT, CONCATENATE, DELIMITER, LEN, LEFT, RIGHT, MID, UPPER, LOWER, PROPER, ASCII, CODE, UNICHAR, UNICODE, ROMAN, ARABIC, ROUND, ROUNDUP, ROUNDBOTTOM

Conditions and combining of Functions, Error Trapping

How the Condition works in Excel, Condition Parameters, IF (Single and Nested), SUMIF, SUMIFS, COUNTIF, COUNTIFS, IFNA, IFERROR

Search and Lookups

FIND, SEARCH, VLOOKUP, HLOOKUP, Transpose, INDEX/MATCH, Wildcards with Lookups, Advanced Searching and Data Formatting, GoTo Formulas, GoTo Special

Delimiter and Fixed Width

Use of Delimiter, Delimiter Options and Criterion, When to Use Fixed Width

Value Formatting

Number Formats, Zero Values Formatting, Formatting a Cell Containing Zero Only, Decimal Precision Digits, Currency Formats, Currency Format Types, Custom Currency Formats, Date and Time Formats, Short and Long Dates, Extract Date, DAY, MONTH and YEAR Function, Current Date and Time, HOUR, MINUTE and SECOND Functions, Calculation with Dates and Times, DATEDIF Functions for Specific Date String Calculations, Number to Date/Time and Vice Versa, Putting Together Important Date/Time Functions, Format Customisation

Cell Formatting

Merge & Center, Wrap Text, Fit Width, Text Direction, Fill Options, Left Right, Up and Down Fill, Fill Series, Fill Justify, Flash Fill, Auto Sum, Fill Colors, Using Gradient Colors, In-Built Patterns and User Defined Patterns, Pictures as Patterns, Borders and Shading, Customised Border Colors, Styles and Weights, Format Painter, Singular and Multiple Use of Formatting, How to Use Paste Special, Paste Values and Paste Operations

Conditional Formatting

Formatting with Conditions, Format Top/Bottom Values, Text Formatting, Data Bar, Icon Set Formatting, Multiple Formatting using Functions, Highlight Rows with Condition, Update and Remove Formatting Rules, Creating New Formatting Rules, Checking Data Duplicity, Checking of Unique and Common Values

Working with Data

Sorting and Filtering, Advanced Searching and Customised Filtering, Numeric and Color Filters, Data Validation Rules, Text and Numeric Validations, Date and Time Data Validation, Modify Input/Display Messages, Using Formulas in Validation, Data Consolidation, Import External Data, Data Connection Using Data Connect History, Import ASCII Text, Database Import, Other Import Options

Forecasting and Data Analysis

Data Analysis Concepts, Goal Seek, Scenario Manager, Creating Scenarios and Analysis Techniques, Analytical Reports

Pivot and Dashboard

Dashboard Designing in Excel, Dashboard Components, Navigation and Linking of Data Sources, Pivot Table Design, Pivot Cache and Data Refresh, Data Source, Use of Tables in Pivots, Pivot Options and Properties, Group/Ungroup Pivot Columns, Filters, Formatting and Ranking of Pivot Values, Slicer and Timelines, Calculated Fields, Breakup Pivot Data in New Sheets, Chart and Shapes, Recommended Charts, Pivot Charts Options, Formatting of Chart Objects

Macros

What is Macro? Record Macro, Assign Shortcut Keys for a Macro, Assign Macro to an Object, Edit/Modify a Macro, Run/Play Macro

More Advanced Concepts of Excel

Data Entry Form, Using Camera for Excel Data, Concepts of Array, Array with SUM, Array with VLOOKUP, OFFSET etc.