

Course	:	Advance Excel
Duration	:	30 Days
Course Fees	:	`2,500/-

Course Coverage

- ❖ Creating, editing, saving and printing spreadsheets
- ❖ Working with functions & formulae
- ❖ Graphically representing data : Charts & Graphs
- ❖ Analyzing data : Data Menu, Subtotal, Filtering Data
- ❖ Formatting worksheets , Securing & Protecting spreadsheets
- ❖ Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT,COUNTA, ROUND, INT)
- ❖ Relative, Absolute, Mixed cell references
- ❖ Logical functions using IF, AND, OR, NOT
- ❖ Date and time Function
- ❖ Sub Total , Data Validation, Auto Filter and Advance Filter
- ❖ Password Protecting Worksheets and workbook
- ❖ Linking Multiple Sheets
- ❖ Sheet Referencing
- ❖ Linking Between Word/Excel/Ppt
- ❖ Functions:- LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF
- ❖ What-if-analysis, GOAL SEEK
- ❖ PIVOT Tables
- ❖ Age Calculations
- ❖ Data Validation
- ❖ Definition and use , Record a macro
- ❖ Assign a macro , Run a macro
- ❖ Plan a worksheet , Row and Column labels
- ❖ Split worksheet /box /bar, Copy data and formulas
- ❖ Display /move toolbars , Enhance worksheet Appearance
- ❖ Use multiple windows : Copy/ paste between Worksheets
- ❖ Link worksheets , save workspace
- ❖ Import and link from other Applications
- ❖ Use AutoFormat : Create, use and modify styles and templates
- ❖ Print features
- ❖ Create charts (Embedded/Chart Sheet)