REG.NO.2019055148

**ADVANCE EXCEL COURSE**

SINCE: 2008

# DISCUSS COACHING

396/12 NEW RAILWAY ROAD, GURUGRAM, HARYANA 122001

M: 81-8400-8500

## ADVANCE EXCEL          FOR 2 MONTH

ADVANCE EXCEL   -1

- Customizing common option in Excel
- Absolute and relative cells
- Protecting and un-protecting worksheet and cell
- Writing conditional expressions(using IF)
- Using logical function(AND,OR,NOT)

**Advance Excel – Aapko banaye apne group ka No.1!**

**This is corporate Advance Excel Course**

## Working with functions

- Using lookup and reference functions(VLOOKUP,HLOOKUP,MATCH,INDEX)
- LOOKUP with exact match, Approximate Match
- Nested VLOOKUP exact match
- VLOOKUP with table ,Dynamic Range                    **12000          6000**
- Nested VLOOKUP with Exact Match
- Using VLOOKUP to consolidate Data from Multiple Sheet

## Data Validation

- Specifying a valid range of values for a cell
- Specifying a list of valid value for a cell
- Specifying custom validation based on formula for a cell

## Working with Templates

- Designing the structure of a template
- Using templates for standardization of worksheet

## Sorting and Filtering Data

- Sorting table
- Using multiple –level sorting
- Using custom sorting
- Filtering data for selected view
- Using advance filter option

## Working with report

- Creating subtotals
- Multiple –level subtotals
- Creating Pivot tables
- Formatting and customizing Pivot table

- Using advance option of pivot tables
- Pivot chart
- Consolidating data from multiple sheet and files using Pivot table
- Using external data sources
- Using data consolidation feature to consolidate data
- Show value As (% of row ,% of column, running total, compare with
- Specific field
- Viewing Subtotal under Pivot
- Creating slices

## More function

- ❖ Date and time function
- ❖ Text function
- ❖ Database function
- ❖ Power Function(count if, countifs,sumif,sumifs)

## Formatting

- ❖ Using auto formatting option for worksheet
- ❖ Using conditional formatting option for row, column and cell

## Macro

- ❖ Relative & Amp
- ❖ Editing Macro

## What if Analysis

- ❖ Goal seek
- ❖ Data tables
- ❖ Scenario Manager

## Chart

- ❖ Using chart
- ❖ Formatting chart
- ❖ Using 3D Graphs
- ❖ Using Bar and Line Chart together
- ❖ Using Secondary Axis in Graphs
- ❖ Sharing chart with PowerPoint, MS- word, Dynamically

## New Features of Excel

- ❖ Sparkline, inline chart, data charts
- ❖ Overview of all the new feature

## Final Assignment

❖The Final Assignment would test contains question to be solved at the end of the course