

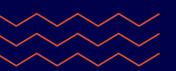


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# Advanced Excel

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# **Advanced Excel Syllabus**

#### Manage Workbook Options and Settings

#### **Create a Worksheets and Workbooks**

- Basic introduction about the workbook and Worksheet
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

# Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

# Format Worksheets and Workbooks

- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Insert and delete columns or rows
- Change workbook themes
- Insert and delete columns or rows
- Adjust row height and column width
- Insert headers and footers

# **Customize Options and Views for Worksheets and Workbooks**

- Excel options
- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar
- Modify document properties
- Display formulas
- Adjust row height and column width
- Insert headers and footers

#### Apply Custom Data Formats and Layouts

# **Apply Custom Data Formats and Validation**

Create custom number formats

- Populate cells by using advanced Fill Series options
- Configure data validation

## **Apply Advanced Conditional Formatting and Filtering**

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules
- Basic & advanced filtering and sorting

#### **Create and Modify Custom Workbook Elements**

- Create and modify simple macros
- Insert and configure form controls

#### **Create Tables**

#### **Create and Manage Tables**

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

#### **Manage Table Styles and Options**

- Apply styles to tables
- Configure table style options
- Insert total rows

#### **Filter and Sort a Table**

- Filter records
- Sort data by multiple columns
- Change sort order

#### **Perform Operations with Formulas and Functions**

#### **Summarize Data by using Functions**

- Cell references (Relative & Absolute)
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions
- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

# **Perform Conditional Operations by using Functions**

- Perform logical operations by using the IF & IFS function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

#### Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions and in combination with Find
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE, CONCAT & TEXTJOIN function

#### **Create Charts and Objects**

#### **Create Charts**

- Create various chart types
- Create slicers
- Add additional data series
- Manage primary & secondary axis
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

#### **Format Charts**

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

#### Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

#### **Apply Custom Data Formats and Layouts**

#### Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation
- Dynamic Dropdown List Creation using Data Validation Dependency List

# **Apply Advanced Conditional Formatting and Filtering**

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

#### **Create and Modify Custom Workbook Elements**

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros

## **Advanced Paste Special Techniques**

• Paste formulas, formats, transpose etc.

#### **Create Advanced Formulas & Options**

#### **Operators in Excel**

• Arithmetic, comparison, reference and text

#### **Apply Functions in Formulas**

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

#### Look up data by using Functions

- Look up data by using the VLOOKUP function
- VLOOKUP with the helper column
- Nested VLOOKUP
- Look up data by using the HLOOKUP function
- Look up data by Xlookup function
- Look up data by using Match & Index

#### **Apply Advanced Date and Time Functions**

- Reference the date and time by using the NOW and TODAY functions
- Other related functions like Day, Month, Year, EOMonth, Weekday etc.

# Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek, Scenario Manager & Data Table
- Calculate data by using financial functions

# **Troubleshoot Formulas**

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

# **Define Named Ranges and Objects**

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

## **Forecast option**

• Introduction to Excel forecast option

#### **Create Advanced Charts and Tables**

# **Create and Manage PivotTables**

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

# **Create and Manage Pivot Charts**

- Create Pivot Charts
- Manipulate options in existing Pivot Charts
- Apply styles to Pivot Charts
- Drill down into Pivot Chart detail

#### **Excel Dashboarding**

#### **Create and Manage Excel Dashboards**

- Planning a dashboard
- Adding tables and Charts to dashboard
- Adding dynamic content to dashboard
- Dashboard automation

# **Data Transformation and Data Preparation**

#### **Introduction to Power Query**

- Introduction to power query
- Practical use cases of power query

#### **VBA Macros**

#### **Introduction to VBA**

- Introduction to developer tab
- What is VBA
- Variables in VBA
- Message box and Input box functions
- If and select statement in VBA
- Looping in VBA
- Basic VBA coding

#### **Excel Short Cuts**

#### **Common Excel Short Cuts**

• Common Excel short cuts