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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