ADVANCED EXCEL

COURSE SYLLABUS

WWW.SLAINSTITUTE.COM | +91 88707 67784

Advanced Excel Course Syllabus

SLA is one of its kind Institute which not only equips you in technology skills but will train you for free in Aptitude skills, Soft Skills, Mock Interviews, Interview Skills, Work ethics and Corporate Values that you need to know to get into IT Industry. Our training is given by expert real time development experienced trainers and we enable each and every student of ours to do their own real time projects by the end of the program.

We do not buy you a job by bribing companies to secure a place in IT, instead we equip you with the skills needed to get employed in IT and will support you with unlimited number of relevant interview opportunities so that your career in IT becomes assured. Our support will be there until you get placed in an IT Company as that's our mission too.

If you want to just have an IT certification, you can do your course anywhere. If you aspire to get into an IT Job, then you should choose SLA. With SLA, your IT dream will definitely come into reality.

Please go through the long list of our student reviews / offer letters @ www.joinsla.com to get to know more about us.

Basic Excel Course Syllabus

Introduction to Computers
- ❖ Font formatting
- ❖ Number formatting
- ❖ Table formatting
- ❖ Conditional formatting
- ❖ Hide / Unhide
- ❖ Sort / filter
- ❖ Paste special
- ❖ Find and select

Insert
- ❖ Illustrations
- ❖ Charts
- ❖ Tex

Page Layout

Basic Functions

- ❖ Sum / Average / Count / Max / Min
- ❖ Basic Text / date / time / lookup / information functions
- ❖ Name manager
- ❖ Formula Auditing

Data

- ❖ Import from web
- ❖ Import from text
- ❖ Text to columns
- ❖ Remove duplicates
- ❖ Grouping and ungrouping

Review

- ❖ Proofing
- ❖ Comments
- ❖ Protection

Views

- ❖ Types of views
- ❖ Zoom
- ❖ Windows

Developer

- ❖ Enable developer
- ❖ Using checkbox / option buttons

Advanced Excel Course Syllabus

Excel 2007 & 2010, 2013, 2016 Quick Overview

- ❖ Difference between Excel 2003, 2007 and 2010,2013,2016
- ❖ Use of Excel, its boundaries & features

Basic Formula

- ❖ Formulae that Add / Subtract / Multiply / Divide
- ❖ BODMAS / Formula Error Checking
- ❖ The Sum Function

Absolute Referencing

- ❖ Problems with Absolute / Relative Cell Referencing
- ❖ Creating Absolute / Mixed References

LOOKUP Functions

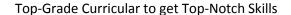- ❖ The VLOOKUP/ HLOOKUP Functions

PivotTables

- ❖ Creating, Formatting Simple PivotTables
- ❖ Page Field in a PivotTable
- ❖ Formatting a PivotTable
- ❖ Creating / Modifying a PivotChart

Logical Functions

- ❖ IFs and Nested IF Functions
- ❖ Using AND / OR / NOT Functions

Statistical Functions

- ❖ Using The SUMIF / COUNTIF Functions
- ❖ Using The AVERAGE / COUNT / LARGER / SMALLER Functions

Pivot Tables – Advance

- ❖ Adding new calculated Fields / Items
- ❖ Changing the Summary Function
- ❖ Consolidate Pivot table

LOOKUP Functions – Advance

- ❖ MATCH with VLOOKUP Functions
- ❖ INDEX & MATCH Functions
- ❖ OFFSET / INDIRECT functions

Logical Functions – Advance

- ❖ If Loop and Nested IF Loop Functions
- ❖ Using IF / ISERROR Functions

Chart Data Techniques

- ❖ The Chart Wizard
- ❖ Chart Types
- ❖ Adding Title / Legends / Lables
- ❖ Printing Charts
- ❖ Adding Data to a Chart
- ❖ Formatting / Renaming / Deleting Data Series
- ❖ Changing the Order of Data Series

Date / Time Functions

- ❖ Using The Today
- ❖ Now & Date Functions
- ❖ Using The Datedif / Networkdays / Eomonth Functions
- ❖ Using The Weeknum Functions
- ❖ Using The Edate / Networkdays. Intl / Weekdays.Intl Functions

Text Functions Using

- ❖ The Mid / Search / Left / Right Functions
- ❖ Using The Trim / Clean / Upper/ Lower Functions
- ❖ Using The Substitute / Text Functions
- ❖ Using The Trim / Clean / Proper / Dollar Function

Validations

- ❖ Input Messages / Error Alerts / Drop-Down Lists
- ❖ Conditional Formatting

Advanced Filters

- ❖ Extracting Records with Advanced Filter
- ❖ Using Formulas in Criteria

Advanced Sorting

- ❖ Sorting by Top to Bottom / Left to Right
- ❖ Creating / Deleting Custom List
- ❖ Sort by using Custom List

Hyper / Data Linking

- ❖ Hyper linking data, within sheet / workbook
- ❖ Linking & Updating links between workbooks & application

Math & Trigonometry Functions

- ❖ Using SUMPRODUCT Functions
- ❖ Using FLOOR / CEILING/ MROUND / MOD / QUOTIENT Functions

Summarizing Data

- ❖ Creating Subtotals / Nested Subtotals
- ❖ SUBTOTALS Formula

Outlining

- ❖ Creating / Working with an Automatic / Manual Outline
- ❖ Grouping / Ungrouping

Consolidation

- ❖ Consolidating Data with Identical / Different Layout

Using Auditing Tools

- ❖ Displaying / Removing Dependent & Precedent Arrows
- ❖ Evaluate Formula – Step IN / Step Out

Custom Views

- ❖ Creating Custom Views
- ❖ Displaying Custom Views
- ❖ Deleting Custom Views

Sharing and Protecting Workbooks

- ❖ Sharing Workbooks & Tracking Changes
- ❖ Protecting sheets / workbooks / Files

Importing & Exporting Data

- ❖ Importing Data from Database / Text Files / Web
- ❖ Exporting Data
- ❖ Changing External Data Range

Are you happy with our course curriculum? Then why you delay? Take your mobile phone and ring us quickly on +91 88707 67784.