

Advanced Excel

Introduction to Basic Excel

- * Quick Revision of Basic Excel

More Functions and Formulas

- * Formulas with Multiple Operators
- * Inserting and Editing a Function
- * Auto Calculate and Manual Calculation
- * Defining Names
- * Using and Managing Defined Names
- * Displaying and Tracing Formulas
- * Understanding Formula Errors
- * Using Logical Functions
- * Using Financial Functions
- * Using Database Functions
- * Using Lookup Functions(single sheet,multiple sheet, multiple files)
- * User Defined and Compatibility Functions
- * Financial Functions
- * Date & Time Functions
- * Math & Trig Functions
- * Statistical Functions

- * Lookup & Reference Functions
- * Database Functions
- * Text Functions
- * Logical Functions
- * Information Functions
- * Engineering and Cube Functions

Working with Data Ranges

- * Sorting by One Column
- * Sorting by Colors or Icons
- * Sorting by Multiple Columns
- * Sorting by a Custom List
- * Filtering Data
- * Creating a Custom Auto Filter
- * Using an Advanced Filter

Working with Pivot Tables

- * Creating a Pivot Table
- * Specifying Pivot Table Data
- * Changing a Pivot Table's Calculation
- * Filtering and Sorting a Pivot Table
- * Working with Pivot Table Layout
- * Grouping Pivot Table Items

- * Updating a Pivot Table
- * Formatting a Pivot Table
- * Creating a Pivot Chart
- * Using Slicers
- * Sharing Slicers Between PivotTables

Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook

Topic B: Protect Worksheets and Workbooks

Automating Workbook Functionality

Topic A: Apply Data Validation

Topic B: Search for Invalid Data and Formulas with Errors

Topic C: Work with Macros

Creating Sparklines and Mapping Data

Topic A: Create Sparklines

Topic B: Map Data

Forecasting Data

Topic A: Determine Potential Outcomes Using Data Tables

Topic B: Determine Potential Outcomes Using Scenarios

Topic C: Use the Goal Seek Feature

Topic D: Forecasting Data Trends