

Microsoft Excel Basic and Advanced

Training Syllabus

Part 1: Basic Excel

- Text to Columns
- Concatenate
- The Concatenate Function
- The Right Function with Concatenation
- Absolute Cell References
- Data Validation
- Time and Date Calculations
- Conditional Formatting
- Exploring Styles and Clearing Formatting
- Using Conditional Formatting to Hide Cells
- Using the IF Function
- Changing the “Value if false” Condition to Text
- Pivot Tables
- Creating a Pivot Table
- Specifying PivotTable Data
- Changing a PivotTables Calculation
- Filtering and Sorting a PivotTable
- Creating a PivotChart
- Grouping Items
- Updating a PivotTable
- Formatting a PivotTable
- Using Slicers
- Charts
- Creating a Simple Chart
- Charting Non-Adjacent Cells
- Creating a Chart Using the Chart Wizard
- Modifying Charts
- Moving an Embedded Chart
- Sizing an Embedded Chart
- Changing the Chart Type

- Chart Types
- Changing the Way Data is Displayed
- Moving the Legend
- Formatting Charts
- Adding Chart Items
- Formatting All Text
- Formatting and Aligning Numbers
- Formatting the Plot Area
- Formatting Data Markers
- Pie Charts
- Creating a Pie Chart
- Moving the Pie Chart to its Own Sheet
- Adding Data Labels
- Exploding a Slice of a Pie Chart
- Data Analysis – Overview
- Types of Data Analysis
- Data Analysis Process
- Working with Range Names
- Copying Name using Formula Autocomplete
- Range Name Syntax Rules
- Creating Range Names
- Creating Names for Constants
- Managing Names
- Scope of a Name
- Editing Names
- Applying Names
- Using Names in a Formula
- Viewing Names in a Workbook
- Copying Formulas with Names
- Difference between Tables and Ranges
- Create Table
- Table Name
- Managing Names in a Table
- Table Headers replacing Column Letters
- Propagation of a Formula in a Table
- Resize Table
- Remove Duplicates
- Convert to Range
- Table Style Options
- Table Styles

- Cleaning Data with Text Functions
- Removing Unwanted Characters from Text
- Extracting Data Values from Text
- Formatting Data with Text Functions

Advance Excel

Module 2: Date Formats

- Converting Dates in Serial Format to Month-Day-Year Format
- Converting Dates in Month-Day-Year Format to Serial Format
- Obtaining Today's Date
- Finding a Workday after Specified Days
- Customizing the Definition of a Weekend
- Number of Workdays between two given Dates
- Extracting Year, Month, Day from Date
- Extracting Day of the Week from Date
- Obtaining Date from Year, Month and Day
- Calculating Years, Months and Days between two Dates

Module 3: Conditional Formatting

- Highlight Cells Rules
- Top / Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule
- Clear Rules
- Manage Rules

Module 4: Sorting

- Sort by Text
- Sort by Numbers

- Sort by Dates or Times
- Sort by Cell Color
- Sort by Font Color
- Sort by Cell Icon
- Sort by a Custom List
- Sort by Rows
- Sort by more than one Column or Row

Module 5: Filtering

- Filter by Selected Values
- Filter by Text
- Filter by Date
- Data Analysis with Excel
- Filter by Numbers
- Filter by Cell Color
- Filter by Font Color
- Filter by Cell Icon
- Clear Filter
- Advanced Filtering
- Filter Using Slicers

Module 6: Other Topics

- Subtotals with Ranges
- Subtotals
- Nested Subtotals
- Quick Analysis
- Quick Analysis with TOTALS
- Sum
- Average
- Count
- %Total
- Running Total
- Sum of Columns

Module 7: Lookup Functions

- Using VLOOKUP Function
- Using VLOOKUP Function with range lookup TRUE
- Using VLOOKUP Function with range lookup FALSE
- Using HLOOKUP Function
- Using HLOOKUP Function with range lookup FALSE
- Using HLOOKUP Function with range lookup TRUE
- Using INDEX Function
- Using MATCH Function

Module 8: Pivoting

- PivotTables
- Creating PivotTable
- Recommended PivotTables
- PivotTable Fields
- PivotTable Areas
- Nesting in the PivotTable
- Filters
- Slicers
- Summarizing Values by other Calculations
- PivotTable Tools
- Using Pictures in Column Charts
- Band Chart
- Thermometer Chart
- Gantt Chart
- Waterfall Chart
- Sparklines
- Pivot Charts
- PivotChart from PivotTable
- PivotChart without a PivotTable
- Working with Multiple Sheets
- Multiple Worksheets with same Structure
- Creating a Formula across Multiple Worksheets
- Summarizing Data in Multiple Worksheets
- What-If Analysis