

## **ADVANCED EXCEL TRAINING**

### **Course Content**

#### **LEVEL I**

##### Advanced Excel Shortcuts

- ✓ Extensive exercise on excel shortcuts
- ✓ Doing away with the mouse
- ✓ Mastering the shortcut window

##### Data Presentation with charts

- ✓ Types of charts and their specific uses- Trend line and advanced charts.
- ✓ Modifying and formatting existing charts.

##### Data Analysis Report with Pivot Tables & Pivot Charts

- ✓ Analyzing and generating reports of large data using PivotTables.
- ✓ Creating PivotTables, editing and updating changes in PivotTable.
- ✓ Using Slicers in Pivot Table
- ✓ Creating Pivot Chart

##### Sorting And Filtering data

- ✓ Sort data as per value, colour, icons
- ✓ Filter based on Font/Cell colour
- ✓ Turning Auto Filter off
- ✓ Use subtotal features and work with database functions

##### Understanding References

- ✓ Relative, Absolute & Mixed reference
- ✓ Referencing different workbooks & Merging
- ✓ Consolidating data, linking cells in different work books
- ✓ Utilizing Dynamic Named Ranges for writing formulas and functions

##### Manipulating Dates

- ✓ Dates formats
- ✓ Extracting Day, Month or Year from a date value
- ✓ Extracting Day, Month or Year from a date value using TEXT Formula
- ✓ Extracting end month from a date value

#### **LEVEL II**

##### **Advanced Excel Formulas**

##### Logical Functions

- ✓ Ifs and Nested Ifs Statements
- ✓ AND, OR and NOT Functions
- ✓ Error handling using IFERROR, ISNA and ISERROR

#### Text Formulas

- ✓ CONCATENATE
- ✓ FIND V/S SEARCH
- ✓ LEFT, RIGHT, MID
- ✓ UPPER, PROPER, LOWER

#### Lookup Formulas

- ✓ VLOOKUP & HLOOKUP
- ✓ INDEX & MATCH

#### SUMPRODUCT Function

#### Data Validations and Protection

- ✓ Specifying a valid range of values for a cell
- ✓ Specifying a list of valid values for a cell
- ✓ Creating Drop down list
- ✓ Managing Themes, creating and use of templates

#### Financial Analysis and Formulas

- ✓ Project Appraisal
  - Using IRR
  - Using NPV
- ✓ Loan Modelling
  - Modelling instalments
  - Modelling loan balances
  - Making a decision between a flat-rate v/s reducing balance priced loans
  - Effective interest rates

#### Budgeting under Scenarios

- ✓ Introductions to planning scenarios; Best Case, Base Case & Worst Case Scenarios
- ✓ Perform a what-if analysis
- ✓ Perform statistical analysis with the Analysis ToolPak,
- ✓ Create interactive data with Power View.
- ✓ Use of Combo Box and CHOOSE function to automate scenario analysis
- ✓ Build a scenario-based budget model

#### Excel Macros and VBA for Programming

- ✓ Introduction to Excel Macros

- ✓ Recording and Running a Macro
- ✓ Absolute vs Relative
- ✓ Assigning Buttons to Macros
- ✓ Assigning Macros to an Auto Shape and to an icon on a Tool bar
- ✓ Sheet Controls and User Form Controls
- ✓ Deleting a Macro