

**Advanced Excel Syllabus****More Functions and Formulas**

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions (IF)
- Using Financial Functions (PMT)
- Using Database Functions (DSUM)
- Using Lookup Functions (VLOOKUP)
- 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 AutoFilter
- Using an Advanced Filter

**Working with PivotTables**

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout

- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart
- Using Slicers
- Sharing Slicers Between PivotTables

**Analyzing and Organizing Data**

- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

**Working with the Web and External Data**

- Inserting a Hyperlink
- Importing Data from an Access Database or Text File
- Importing Data from the Web and Other Sources
- Working with Existing Data Connections

**Working with Macros**

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar
- Editing a Macro's Visual Basic Code
- Inserting Copied Code in a Macro
- Declaring Variables and Adding Remarks to VBA Code
- Prompting for User Input
- Using the If...Then...Else Statement

**Customizing Excel**

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Creating a Custom AutoFill List
- Creating a Custom Number Format

Registration Fees: Rs. 200/-

Have a Question? Call: 01126235343

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