

Microsoft Advanced Excel Syllabus

Advance Excel

Learnwell Technocraft's Advanced Excel course enables the student to utilize, the advance features taught in this course in an office environment with maximum efficiency.

This is how we do it:-

- **Focus:** *Our focus is to cover not just the inbuilt functions in a standard environment but also make you competent enough to be able use the functions in different real-life scenarios.*
- **Nesting:** *Excel has limitless potential as far as using the inbuilt functions are concerned. One way of doing it is understanding, developing and mastering the ability to use the inbuilt functions in a nested fashion thereby unlocking the true potential of Excel!*
- **Real Life Data:** *Each topic is covered with test data helping you understand and grasp the concepts. Excel can only be mastered with practice and for that we need test data, We at Learnwell Technocraft provide you data files to cover each and every function taught in the class.*

Topics Covered:-

Text Functions

- Left()
- Right()
- Trim()
- Lower()
- Upper()
- Proper()

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- Find()
- Search()
- Concatenate()
- Mid()
- Replace()
- Exact()
- Repeat()

Goal:

- *To be able to work with text and automate processes like extracting specific string or modifying the given unformatted data by nesting of formulas like Left(), Right(), Mid(), Replace(), Find(), Search() and Trim()*
- *Ability to create unique text strings by concatenating data from different columns cells.*
- *Learn how to validate the data before the string manipulations takes place.*

Date Functions:

- Workday()
- Workday Intl()
- Networkdays()
- Networkdays intl()
- Weekday()

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- Now()
- Day()
- Month()
- Year()
- Yearfrac()
- Time()
- Hour()
- Minute()
- Second()
- Today()
- Weeknum()
- Datedif()
- “y”, “m”, “d”, “ym”, “md”, “yd”

Goal:

- *Learn how to use date & time function to get your work done efficiently*
- *Find out how to get the exact future date for a given task as per variable weekend standards.*
- *Get the total working days between two given dates*
- *Get the days between two given dates as a whole or just the days between months without considering the year or plain days between dates without the consideration of month and year using the hidden Datedif() function along with various parameters.*

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Power Counts:

- Sum()
- Sumif()
- Sumifs()
- Count()
- Countif()
- Countifs()
- Counta()
- Countblank()
- Average()
- Averageif()
- Averageifs()
- Averagea()

Goal:

- Analyze given data using different power functions
- Get sum for selected range based on criteria or get the sum for a selected range with criteria applied on other criteria ranges.
- Calculate the no of cells with value or cells having some value(text/numeric) using count functions.
- Learn how to analyze the data to get conditional count based on some conditions applied on the selected range.

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- *Get the averages based on single, multiple criteria or simply get the average based on AverageA() function.*

Conditional Formatting

- Data Bars
- Color Scales
- Icon Sets
- Highlight Cell Rules
- Top/Bottom Rules

Goal:

- **Learn how to use the Conditional Formatting toolbar to get data bars, color scales, and icon sets to highlight data**
- *Data bars, color scales, and icon sets are conditional formats that create visual effects in your data. These conditional formats make it easier to compare the values of a range of cells at the same time.*

Array Functions:

- *Perform multiple calculations in one cell using the array functions*
- *Functions that can be converted into array formulas:*
- *Sum(),Average(),Countif().....*
- *Learn how to convert a range transpose into synchronized transpose with auto refresh of values reflecting in the transposed array.*
- *Get to learn how to use the Frequency(),Trend(),Growth() formulas using the array functionality of excel*
- *Get to know how to solve the unique value over a range using the array functionality*

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If Condition

- Simple if
- Nested if
- Compound if
- If using AND/OR/NOT/TRUE/FALSE/IFERROR

Sort and Filters / Advance Filters

- Sort data in Ascending /Descending order
- Learn how to use the Filter toolbar to analyze data
- Learn how to use the Advance Filter wizard to simplify and streamline the filter process when large filter conditions are applied over huge data.

Name Ranges

Named ranges are one of the most useful features in Excel. They make your formulas much easier to read and understand, they automatically give you absolute references, and they reduce errors.

Learn how to:

- How to create a named range
- Use Shortcut keys to access the Name Ranges
- Learn how to use the Name Manager to update and delete the name ranges

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Sub Totals

Returns a subtotal in a list/database. It is generally easier to create a list with subtotals by using the Subtotal command in the Outline group on the Data tab in the Excel desktop application. Once the subtotal list is created, you can modify it by editing the SUBTOTAL function

Sub Totals allow you to use the following functions:

- Max()
- Min()
- Average()
- Sum()
- Count()
- Product()

V-Lookup & H-Lookup

- The Microsoft Excel LOOKUP function returns a value from a range (one row or one column) or from an array.
- The LOOKUP function is a built-in function in Excel that is categorized as a *Lookup/Reference Function*. It can be used as a worksheet function (WS) in Excel. As a worksheet function, the LOOKUP function can be entered as part of a formula in a cell of a worksheet.

Learn How to use:

- Simple V-lookup
- Nested V-Lookup
- Two-Way Lookup

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- Lookup with Variable return column No.
- Lookup Returning Multiple Values
- Using List Validation in Lookups
- Conditional Lookups
- Indirect(), Match() and Index() functions

Pivots and Charts

- Learn how to use PivotTable report to summarize, analyze, explore, and present summary data.
- PivotCharts complement PivotTables by adding visualizations to the summary data in a PivotTable, and allow you to easily see comparisons, patterns, and trends.
- PivotTables and PivotCharts enable you to make informed decisions about critical data in your enterprise.
 - Computations %, Sum, Average, Count
 - Grouping (Clustering)

Macros

- Learn how to record a Macro and use it.
- Simplify repetitive tasks by using the inbuilt Macro utility of Excel.

*Please Note, the order of some of the functions/topics mentioned under the Topic heading may not be covered in sequential manner as some of the functions may be used in conjunction with other functions.