

COURSE INFORMATION:**Subject:** Microsoft Excel**Duration:** 2 days**1. Using Excel Interface**

Customize the Quick Access Toolbar

Use Ribbons and Tabs

Use Contextual tabs

Use Live Preview

Shortcut keys

2. Using References in Excel

Relative cell reference

Absolute cell reference

Mixed cell reference

Using Name Manger (Define, Search, Edit and Delete Names)

3. Using various types of Functions in Excel

Summary Functions (Sumif, Sumifs, Countif, Countifs, Averageif, Subtotal etc.)

Date Functions (Today, Now, Month, Year, Datedif, Weeknum etc.)

Text Functions (Left, Right, Mid, Concatenate, Trim, Upper, Lower, Proper etc.)

4. Using Lookup and Conditional Functions in Excel

Conditional Functions (If, And, Or, Nested If etc.)

Lookup Functions (Vlookup, Hlookup, Match, Index etc.)

5. Validating and Protecting your work

Data Validation

Hiding formulas

Protect sheet

Allow working post protection

Protect workbook

Encrypt document

6. Extracting useful info

Auto Filter

Advanced Filter

Remove duplicate data

Consolidate

7. Arranging your data

Single column sort (Quick sort)
Multiple column sort (Data sort)
Color and custom sort

8. Format Data conditionally to stand out

Format data using fixed value
Format data using Absolute cell reference
Format data using Mixed cell reference (Comparison)
Format data using Formula
Format data using Data Bars
Format data using Color Scale
Format data using Icon Set
Modify and Remove CF

9. Using Tables to Summarize and Visualize your data

Creating Table to add dynamism to your data (Auto update)
Creating Pivot Table
Use of sections and Layout (Row, Column, Filter and Values)
Using Predefine functions and values format
Insert Slicer
Insert Timeline
Add design to make reports attractive
Add charts to make summary visual base

10. Analyzing Data using predefine tools

Goal seek
Data Table

11. Macros

Record macros
Add button to run a macro
Edit, Delete and Customize macros using VBA