

## Advance Excel

### Day: 1

- ✓ Introduction to Excel
- ✓ Excel Components – Tabs, Ribbons, Workbook, Sheet, Row, Columns, cells...
- ✓ Understanding of Cells Address, Data Entry & modifications
- ✓ Movements & various ways to range selections
- ✓ Data formatting in Excel

### Day: 2

- ✓ Using 'Go To' to search specific cells (Blanks, Comment, formula etc..)
- ✓ Range Copy, Paste & PasteSpecial
- ✓ Data Sorting
- ✓ Data Validations
- ✓ Remove Duplicate
- ✓ Text To columns
- ✓ Find & Replace

### Day: 3

- ✓ Subtotal, Group & Ungroup
- ✓ Data Protections in Excel (Cells, Sheet, Workbook)
- ✓ Conditional formatting
- ✓ What-If analysis (Goal Seek, Tables & Scenario Manager)

### Day: 4

- ✓ Understanding of Excel Operations, formula & Functions
- ✓ Basic & frequently used functions – Sum, Count, Average, Left, Right, Mid, Len, Find, Search, Replace, Today, now
- ✓ Evaluate Formula, Error checking, Trace Precedents, Dependents

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## Day: 5

- ✓ Excel Charts
- ✓ Charts modifications
- ✓ Advance Chart techniques

## Day: 6

- ✓ If & Nested If Functions with AND/OR
- ✓ Logical functions
- ✓ Text Functions
- ✓ Data & Time Functions

## Day: 7

- ✓ Lookup & Reference Functions
- ✓ VLOOKUP, XLOOKUP, MATCH, INDEX, ADDRESS, INDIRECT and many more..

## Day: 8

- ✓ Mathematical functions
- ✓ Database Functions

## Day: 9

- ✓ Understanding of Pivot table
- ✓ Pivot Charts
- ✓ Pivot table formatting
- ✓ Using format in Pivot table

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✓ Slicer

## Day: 10

✓ Getting Started with Power Pivot

✓ Enable and Navigate Power Pivot

✓ Manage Data Relationships

✓ Visualizing Power Pivot Data

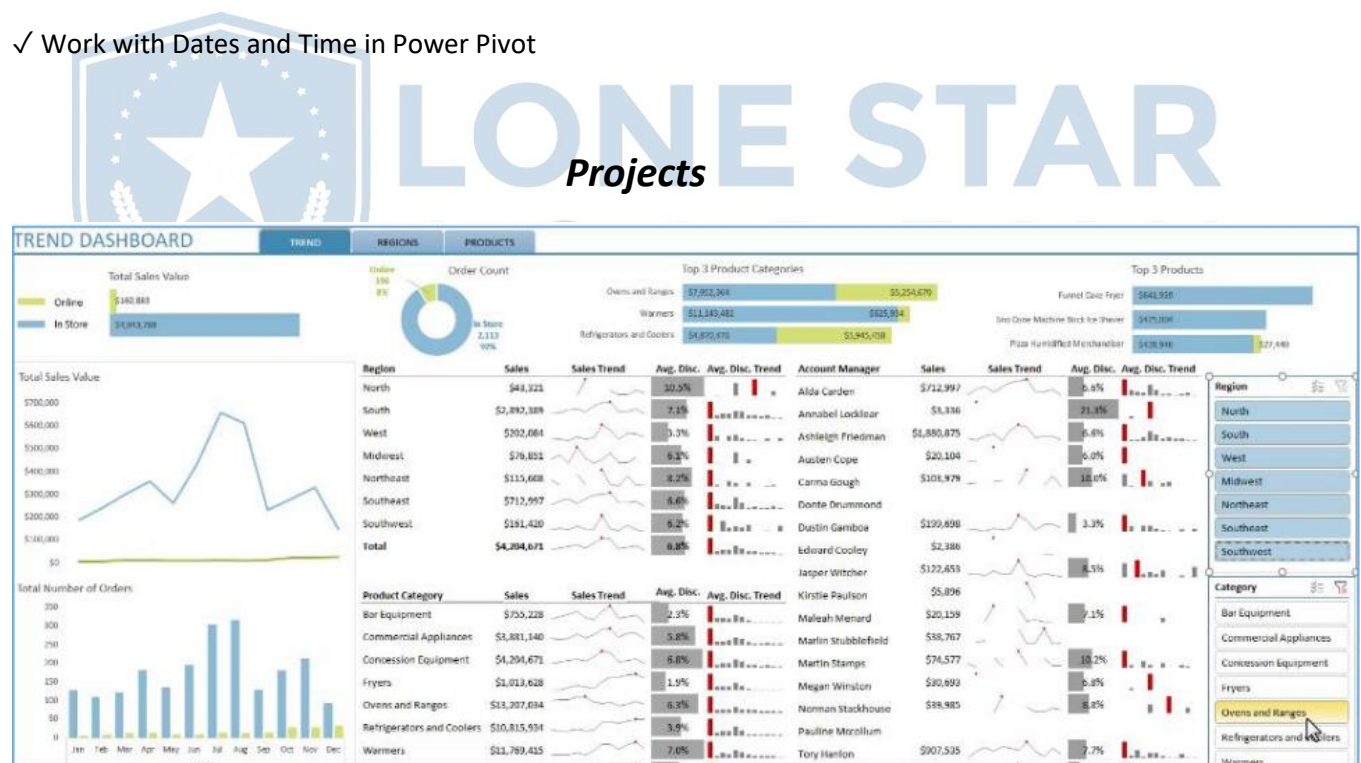
✓ Create a Power Pivot Report

✓ Create Calculations in Power Pivot

✓ Working with Advanced Functionality in Power Pivot

✓ Create a Key Performance Indicator

✓ Work with Dates and Time in Power Pivot



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