

Program: Advanced Excel

Duration

3 days

Hours

20 hours

Fees

7,500

Objective:

The program aims to discuss solutions to common excel problems face in day to day working and creating complicated business reports in minutes using advance feature.

Part 1: Overview of the Basics

- New features of Excel 2007
- Explore the User Interface
- Working with the Ribbon
- Working with the Tabs and Groups

Part 2: Working with Advance Formulas & Functions Formulas

- Concept of Relative, Absolute and Mixed Cell Reference
- Specific order of Formulas
- Working with Advance Formulas and array formulas

Functions

- Using Conditional Expression to solve the complex problem (Using If)
- Using Nested IF
- Nested IF to get Multiple Results
- Lookup and Reference Functions

Part 3: Other Advance Default Functions

- Statistical Functions
- Math Functions (SumIF, SumProduct...)
- Date & Time Functions
- Lookup & Reference Functions
- Text Functions
- Logical Functions
- Database Functions
- Analysis functions (Networkdays, WeekNum...)

Array Functions

Creating Professional Business Reports

Part 4: Graphical Representation of Data

- **Dynamic** Chart with check box
- **Waterfall** chart, **Thermometer** chart
- **Scroll** Chart, **Break Even** Chart
- **Doughnut** Chart with column Chart
- **Interactive** Chart
- Defining secondary axis in the existing chart
- User Defined Chart
- **Gantt** Chart for Project Tracking
- **Gantt** Chart using Conditional Formatting

Part 5: Working with Formatting and Cell Style

- Applying the professional look to data
- Conditional Formatting
- Creating Table
- Cell Formatting Style

Part 6: Working with Excel List (Advance Sort & Filter)

- Sorting & Advance sorting by defining special sort order
- Removing Duplicate from Database
- Filter & Advanced Filter
- Conditional Formatting using formulas
- Subtotal using multiple levels

Part 7: Analytical Tool

- Pivot Table using Advance features
- Pivot Table Report using External Data (Access, XML etc..)
- Pivot Chart Report

Part 8: Working with multiple worksheets & workbook

- Grouping of Worksheet
- Working with multiple workbooks
- 3D Cell reference
- Customization of Functions

Part 9: Consolidation & Validation

- Specifying a valid range for cell or data range
- Specifying a valid list for cell or data range
- Specifying a list based on other sheet data
- Data Validation

Part 10: What if Analysis Tools

- Goal Seek
- Solver to solve complex problems
- Data Tables for probability Reports
- Scenarios for forecasting Results

Part 11: Working with Professional Business Reports

- Creating smart business reports using advance features
- Generating reports using multiple level of subtotals
- Creating business Reports in seconds using Consolidation
- Consolidation of data from multiple worksheets and workbook using pivot table report

Part 12: Automation of Task

- Adding Developer Tab in Ribbon
- Recording and executing Macro
- "Storing Macro" options
- Editing Macro
- Creating Complex Macros
- Assigning Macro to Toolbar or menu items

Target Audience :

Corporate professionals working at middle level and senior level, Analysts, financial personnel, Six Sigma Professionals and CEOs. Students from Management, Engineering's, Pharma and others.

