

Advanced Excel Course:

Duration:-45 days

Microsoft Excel is the most basic yet powerful tool to manage and analyze various types of Data. This training on Advanced Excel covers in-depth lessons on how to use various Excel formulas, Tables, and Charts for managing small to large scale business processes. The corporate training on Excel covers the not so obvious features of Excel that are used in Data analysis and data visualization. Basic Excel knowledge is the prerequisite of this Advanced Excel course. This Excel training helps your team increase productivity and convert manual business processes into an automated one with intuitive visualization.

This Training provide by the excel experts.

1. Excel - Starting with Basics +

Cell styles

Pasting values, formulas, and formats with Paste Special

Formatting Cells - Working with data in Excel

Formatting Cells - Customize numbers the way you like

Excel Conditional Formatting

2. Navigation and keyboard shortcuts

Fast scrolling

Fix the top row of your Excel tables

Use multiple screens

Named Ranges

Drop-down menus in Excel

Using Excel's function keys

3. Fixing cell references

Group rows and columns

Working on multiple sheets at the same time

Find & Replace

A great way to apply Find & Replace

Create easily printable documents

Circular References

4. Advanced Excel functions - 1

The ROUND Function

Using ROUND

TEXT

Using TEXT

The LEN Function

The REPLACE Function

Using REPLACE And LEN

The IF Function

Using IF

More On IF

Using LEFT, RIGHT & MID

The CONCATENATE Function

Using UPPER, LOWER & PROPER

The TRIM Function

Using VALUE

Working With Multiple Sheets

Drop Down

A Real World Scenario

Using COUNTIF & COUNTA

COUNT Together

5. Advanced Excel functions - 2

Relative & Absolute

Multiplying Text

The PMT Function

Introduction To Macros

More On Macros

Editing Macros

Macro Notes

Using VLOOKUP

Creating a VLOOKUP Invoice

VLOOKUP & IF

SUBTOTAL

Using HLOOKUP

Introduction To Pivot Tables

Pivot Table Options

Pivot Charts

Goal Seek

6. Excel Financial functions

FV and PV

Discounting Cash Flow

Net Present Value (NPV)

IRR

PMT

Loan schedule

Date functions