APAR INDIA

Gurukul of Shiksha - Sanskar - Sewa

EXCEL TRAINING

EXCEL ADVANCED

SESSION 1

Introduction To excel

Role of excel in Corporate world & Offices

Application of Excel to current Market Scenarios

Make a Start with Excel

- Basics of Excel , understanding the landing Page, Spreadsheets, Cell properties, CCP RU
- Excel Rows and Columns, basic formatting in spreadsheet
- Playing with the Cell , Playing with the Row & Column
- Basic Functions/operators & formula Syntax , Combining mathematical Operators, volatile & Non-Volatile Function
- Time & Date function
- Text to column, text formula & Data cleaning, concatenating, Splitting
- How to use Paste Special, AutoFill in Excel , Sequence
- Dealing with Data Array, Sorting, removing Duplicate, filtering, conditional formatting

Data & Chart

Absolute/relative Cell References,

- Exploring different Chart types , identifying the best Chart type for a given data
- Chart Properties, Trend line Chart

SESSION 2

Formulation & Function

- Arithmetic Operators & formulae Syntax

- How to enter basic formulas and calculations in Excel

- How to use the IF function in Excel to calculate values based on different criteria

- Use function to add up a column or row of cells in Excel

- Conditional Formulation - Count If, Ifs; Sum If, Ifs

- Named Ranges, creation & Using Named Ranges

Other Important Excel Topics

- Reveal Formulas/Formula Auditing

- Excel Cell :Stored values vs. displayed values

- Freeze or lock rows and columns in an Excel worksheet

- How to use Auto filter in Excel

SESSION 3

Advance Formulation

- Nesting – Formulae Nesting

- Excel Tables , Comparing data

- Absolute versus Relative cell referencing , Named Ranges & Using Named Ranges

Pivot Tables & Intro to Power Pivot

- Creating , modifying and designing the pivot table

- Refreshing and Extending Pivot table

- Dynamic Pivot Table

- Power Pivot, Query & View

Processing Data in Excel

- Data Tables

- Data Validation & Options

- Templates & there use , Goal Seek , Lookup & VLOOKUP

- Named Ranges in Excel

- Types of Excel Files XLS, XLSX ,XLSM ,XLXB , XLTX , XLTM etc.