

## Advanced MS EXCEL - 2 days

### 1. Tables & Data Management

- 1.1. Table Guidelines
- 1.2. Sort Your Worksheet in Ascending or Descending Order
- 1.3. Create a Custom Sort Based on Multiple Criteria
- 1.4. Convert Your List to a Table
- 1.5. Add a Total Row to a Table
- 1.6. Remove Duplicates from a Table
- 1.7. Convert a Table to a List
- 1.8. Work with Automatic Subtotals

### 2. Highlight Specific Subsets of Data in a Large Worksheet (Conditional Formatting)

- 2.1. Apply Built-In Conditional Formatting to Cells
- 2.2. Add Data Bars & Color Scales to a Range of Cells
- 2.3. Convert Your Excel Data to Icon Sets
- 2.4. Create a Custom Conditional Format
- 2.5. Use Expressions in a Custom Conditional Format
- 2.6. Work with AutoFilter
- 2.7. Find a Unique Entry Using AutoFilter's Search Feature **Advanced Filter :**
- 2.8. Create an Advanced Filter Using Single Criteria
- 2.9. Create an Advanced Filter Using Multiple Criteria
- 3.0. Extract unique records using Advanced filters

### 3. Functions

- 3.1. Reference Cells in Other Worksheets in a Formula
- 3.2. Simplify Formulas with Names
- 3.3. Work with Names in the Name Manager
- 3.4. Create Basic IF Functions & Nested IF
- 3.5. Other Logical functions to combine multiple conditions - **AND(), OR(), NOT()**
- 3.6. Reference Functions : **VLOOKUP & HLOOKUP, Index and Match()**
- 3.7. Working with List / ranges using Database functions - **Dsum, Dmax, Dmin, Dcount, Davg**
- 3.8. Text functions: **Concatenate(), Trim(), Text(), Len(), Left(), Right(), mid(), exact(), find() search() and value()**
- 3.9. Working with Date & Time - **Date Functions: Dateif(), eomonth(), edate(), workday()**
- 3.10. Statistical functions : **countif(), countifs(), sumif(), sumifs()**
- 3.11. some important financial functions - **PMT(), Rate(), PV()**

### 4. Consolidate Data & Find Errors

- 4.1. About Data Consolidation
- 4.2. Data Consolidation by Rows
- 4.3. Data Consolidation by Category
- 4.4. About Auditing
- 4.5. Tracing Precedents
- 4.6. Tracing Dependents
- 4.7. Tracing Errors

## **5. Create a Template for Future Worksheets**

- 5.1. About Data Validation
- 5.2. Validate Data Based on a Range of Numbers
- 5.3. Validate Data Based on a List
- 5.4. Customize the Data Validation Input Message
- 5.5. Customize the Data Validation Error Alert
- 5.6. Create a New Template
- 5.7. Edit an Existing Template

## **6. Work with Scenarios & the Watch Window**

- 6.1. Create Scenarios to See the Effect of Different Cell Values
- 6.2. Edit, Display & Remove Scenarios
- 6.3. Create a Scenario Summary Report
- 6.4. Use the Watch Window to Keep Track of Changing Data
- 6.5. Working with What if Analysis

## **7. Create Robust Analysis with PivotTables & Pivot Charts**

- 7.1. About PivotTables & Pivot Charts
- 7.2. Create a PivotTable
- 7.3. Edit a PivotTable's Field Settings
- 7.4. Redefine a PivotTable's Data Source
- 7.5. Control a PivotTable's Data Calculations
- 7.6. Format a PivotTable's Results
- 7.7. Understand PivotTable Layout & Format Options
- 7.8. Use a PivotTable's Totals & Filters Options
- 7.9. Create a Calculated Column in Pivot Table
- 7.10. Customize a PivotTable's Display Options
- 7.11. PivotTable Printing & Data Options
- 7.12. Filter Data in a PivotTable with Slicers
- 7.13. Create a PivotChart

## **8. Work with Charts in Excel**

- 8.1. Add an Embedded Chart to an Excel Spreadsheet
- 8.2. Add a Chart Sheet to an Excel Workbook
- 8.3. Add a Sparkline
- 8.4. Change the Chart Type
- 8.5. Edit, Add, and Remove Chart Data
- 8.6. Change a Chart's Data Range
- 8.7. Apply a Chart Layout
- 8.8. Apply a Chart Style
- 8.9. Work with Chart Labels
- 8.10. Adjust a Chart's Axes & Gridlines
- 8.11. Change a Chart's Background
- 8.12. Add Trendlines & Error Bars to a Chart
- 8.13. Change the Size of a Chart

## **9 Data Validation**

- 9.1 Specifying a valid range of values for a cell
- 9.2 Creating Lists
- 9.3 Specifying custom validations based on formula for a cell