



# EXCEL, ADVANCED EXCEL, VBA

## EXCEL INTRODUCTION

1. An overview of the screen, navigation and basic spreadsheet concepts
2. Various selection techniques
3. Shortcut Keys

## CUSTOMIZING EXCEL

1. Customizing the Ribbon
2. Using and Customizing AutoCorrect
3. Changing Excel's Default Options

## USING BASIC FUNCTIONS

1. Using Functions - Sum, Average, Max, Min, Count, Counta
2. Absolute, Mixed and Relative Referencing

## FORMATTING AND PROOFING

1. Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
2. Basic conditional formatting

## MATHEMATICAL FUNCTIONS

1. SumIf, SumIfs, CountIf, CountIfs, AverageIf, AverageIfs

## PROTECTING EXCEL

1. File Level Protection
2. Workbook, Worksheet Protection

## TEXT FUNCTIONS

1. Upper, Lower, Proper
2. Left, Mid, Right
3. Trim, Len, Exact
4. Concatenate
5. Find, Substitute

## DATE AND TIME FUNCTIONS

1. Today, Now
2. Day, Month, Year
3. Date, DateDif, DateAdd
4. EOMonth, Weekday

## ADVANCED PASTE SPECIAL TECHNIQUES

1. Paste Formulas, Paste Formats
2. Paste Validations
3. Transpose Tables

## NEW IN EXCEL 2013 / 2016 & 365

1. New Charts - Tree map & Waterfall
2. Sunburst, Box and whisker Charts
3. Combo Charts - Secondary Axis
4. Adding Slicers Tool in Pivot & Tables
5. Using Power Map and Power View
6. Forecast Sheet
7. Sparklines - Line, Column & Win/ Loss
8. Using 3-D Map
9. New Controls in Pivot Table - Field, Items and Sets
10. Various Time Lines in Pivot Table
11. Auto complete a data range and list
12. Quick Analysis Tool
13. Smart Lookup and manage Store

## SORTING AND FILTERING

1. Filtering on Text, Numbers & Colors
2. Sorting Options
3. Advanced Filters on 15-20 different criteria(s)



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## PRINTING WORKBOOKS

1. Setting Up Print Area
2. Customizing Headers & Footers
3. Designing the structure of a template
4. Print Titles –Repeat Rows / Columns

## Advance Excel

### WHAT IF ANALYSIS

1. Goal Seek
2. Scenario Analysis
3. Data Tables (PMT Function)
4. Solver Tool

### LOGICAL FUNCTIONS

1. If Function
2. How to Fix Errors - iferror
3. Nested If
4. Complex if and or functions

### DATA VALIDATION

1. Number, Date & Time Validation
2. Text and List Validation
3. Custom validations based on formula for a cell
4. Dynamic Dropdown List Creation using Data Validation – Dependency List

### LOOKUP FUNCTIONS

1. Vlookup / HLookup
2. Index and Match
3. Creating Smooth User Interface Using Lookup
4. Nested VLookup
5. Reverse Lookup using Choose Function

6. Worksheet linking using Indirect
7. Vlookup with Helper Column

### PIVOT TABLES

1. Creating Simple Pivot Tables
2. Basic and Advanced Value Field Setting
3. Classic Pivot table
4. Grouping based on numbers and Dates
5. Calculated Field & Calculated Items

### ARRAYS FUNCTIONS

1. What are the Array Formulas, Use of the Array Formulas?
2. Basic Examples of Arrays (Using ctrl+shift+enter).
3. Array with if, len and mid functions formulas.
4. Array with Lookup functions.
5. Advanced Use of formulas with Array.

### CHARTS AND SLICERS

1. Various Charts i.e. Bar Charts / Pie Charts / Line Charts
2. Using SLICERS, Filter data with Slicers
3. Manage Primary and Secondary Axis

### EXCEL DASHBOARD

1. Planning a Dashboard
2. Adding Tables and Charts to Dashboard
3. Adding Dynamic Contents to Dashboard



# EXCEL, ADVANCED EXCEL, VBA

## VBA Macro

### INTRODUCTION TO VBA

1. What Is VBA?
2. What Can You Do with VBA?
3. Recording a Macro
4. Procedure and functions in VBA

### VARIABLES IN VBA

1. What is Variables?
2. Using Non-Declared Variables
3. Variable Data Types
4. Using Const variables

### MESSAGEBOX AND INPUTBOX FUNCTIONS

1. Customizing MsgBoxes and Inputbox
2. Reading Cell Values into Messages
3. Various Button Groups in VBA

### IF AND SELECT STATEMENTS

1. Simple If Statements
2. The Elseif Statements
3. Defining select case statements

### LOOPING IN VBA

1. Introduction to Loops and its Types
2. The Basic Do and For Loop
3. Exiting from a Loop
4. Advanced Loop Examples

### MAIL FUNCTIONS – VBA

1. Using Outlook Namespace
2. Send automated mail
3. Outlook Configurations, MAPI

## WORKSHEET / WORKBOOK OPERATIONS

4. Merge Worksheets using Macro
5. Merge multiple excel files into one sheet
6. Split worksheets using VBA filters
7. Worksheet copiers

➤ Interview Preparation

➤ Certification