

Advance Excel

Introduction to MS-Excel:

- 1.Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets and
- 2.Difference between Excel 2003, 2007, 2010 and 2013
- 3.Saving Excel File as PDF, CSV and Older versions
- 4.Using Excel Shortcuts with Full List of Shortcuts
- 5.Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet
- 6.Using Paste Special Options
- 7.Formatting Cells, Rows, Columns and Sheets
- 8.Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- 9.Page Layout and Printer Properties
- 10.Inserting Pictures and other objects in Worksheets

Working with Formulas/Functions:

- 1.Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, etc
- 2.Logical Function: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc
- 3.Database Functions
- 4.Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc
- 5.Information Functions :
- 6.Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc
- 7.Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA etc
- 8.Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc
- 9.And More

Conditional Formatting:

- 1.Using Conditional Formatting
- 2.Using Conditional Formatting with Multiple Cell Rules
- 3.Using Color Scales and Icon Sets in Conditional Formatting
- 4.Creating New Rules and Managing Existing Rules

Data Sorting and Filtering:

- 1.Sorting Data A-Z and Z-A
- 2.Using Filters to Sort Data
- 3.Advance Filtering Options

Pivot Tables:

- 1.Creating Pivot Tables
- 2.Using Pivot Table Options
- 3.Changing and Updating Data Range
- 4.Formatting Pivot Table and Making Dynamic Pivot Tables

Pivot Charts:

- 1.Creating Pivot Charts
- 2.Types of Pivot Charts and Their Usage
- 3.Formatting Pivot Charts and Making Dynamic Pivot Charts

Data Analysis:

- 1.Advanced Filtering
- 2.Data validation
- 3.Consolidation
- 4.Groups
- 5.Subtotal

Excel Macros:

- 1.What is Excel Macro ?
- 2.How to Record / Run Excel Macro ?
- 3.How Add Developer's Tab in Excel 2007 / 2010
- 4.How to add different types of controls like Text Box, Radio button, button etc. in Excel

VBA Macros Designing:

- 1.Visual Basic Editor in Excel
- 2.VBA Control Property
- 3.How to write Excel Macro – Your First Excel Macro
- 4.Excel Macro Tutorial : Excel User Form
- 5.VBA Spin Button

- 6.Toggle Button in Excel
- 7.ComboBox / Drop Down List In Excel
- 8.ListBox In Excel
- 9.How to Open Excel Workbook using Excel Macro
- 10.Using RANGE Object in Excel Macro
- 11.What is difference between CELLS() and RANGE()
- 12.Excel Macros, Excel Terms, Macro comments
- 13.Userforms

VBA Programming:

- 1.Variables in Excel VBA
- 2.Implicit and Explicit declaration of variables in Excel Macro
- 3.Important : Declaring multiple Variables with one Dim Statement
- 4.For Next Loop in Excel Macro
- 5.While Loop and Do While Loop in Excel VBA
- 6.VBA Programming : If Then Statements / If else Statements
- 7.VBA Programming : Decision – Select Case in Excel VBA
- 8.Variables in Excel VBA
- 9.Implicit and Explicit declaration of variables in Excel Macro
- 10.Important : Declaring multiple Variables with one Dim Statement
- 11.For Next Loop in Excel Macro
- 12.While Loop and Do While Loop in Excel VBA
- 13.VBA Programming : If Then Statements / If else Statements
- 14.VBA Programming : Decision – Select Case in Excel VBA
- 15.Events, Error Handling
- 16.Excel Objects, Programming Charts
- 17.Message box, Input box

SQL Database Basics:

- 1.Introduction to SQL
- 2.Creating New Tables
- 3.SQL SELECT Statements
- 4.Manipulating Data(Insert, Delete, Update)
- 5.Distinct, Order By, Join clauses and Aggregate Functions
- 6.Using Primary keys, Foreign keys
- 7.Get Data from Multiple Tables
- 8.Using DDL Statements
- 9.Restricting and Sorting Data
- 10.Using Single-row Functions
- 11.Conversion Functions
- 12.Conditional Expressions

13.Using the Group Functions

14.Subqueries to solve queries