



QUICKSTEP COMPUTER CENTER

National Accreditation Board of Education Training.
(NABET)- Quality council of India) An ISO 9001:2008

Advance Excel :-

- ✓ Introduction to excel
- ✓ Excel worksheet and workbooks
- ✓ Entering and editing worksheet data
- ✓ Introducing formulas and function
- ✓ Customizing common option in excel
- ✓ Absolute and relative cells
- ✓ Protecting and un-protecting worksheet and cells

Advance excel course –working with functions

- ✓ Lookup
- ✓ Vertical and horizontal lookup
- ✓ Double v lookup with if error formula
- ✓ V LOOKUP with exact match , approximate match
- ✓ V lookup using tables, dynamic ranges
- ✓ Using VLOOKUP to consolidate data from multiple sheets
- ✓ Use if and lookup function together in excel
- ✓ Using v lookup and if error
- ✓ V lookup exact match with N/A error to fix
- ✓ V lookup v/s index and match

Advance excel course –data validations

- ✓ Specifying a valid range of values for a cell
- ✓ Specifying a valid values for a cell
- ✓ Specifying custom validation based on formula for a cell

Advance excel course working with templates

Advance excel course –sorting and filtering data

- ✓ sorting tables
- ✓ using advance filter option
- ✓ using multiple –level sorting

Advance excel course working with reports

- ✓ pivot tables
- ✓ pivot charts
- ✓ creating pivot tables
- ✓ formatting and customizing pivot tables
- ✓ pivot table using subtotal
- ✓ using advance option of pivot tables
- ✓ show value as (%of row, % of column, % of running total, compare with specific field)
- ✓ pivot using concatenate function
- ✓ viewing subtotal under pivot
- ✓ creating slicers
- ✓ pivot table using index
- ✓ consolidating data from multiple sheets and files using pivot tables

Advance excel course –more function

- ✓ date and time functions
- ✓ text function
- ✓ database functions
- ✓ power functions(count if, count ifs, sum if, sum ifs)

Advance excel course what if analysis

- ✓ Goal seek
- ✓ Data tables
- ✓ Scenario manager

Advance excel course –using macros- relative and absolute macro

- Editing macro's

Advance excel course – formatting

- ✓ Using auto formatting for worksheets
- ✓ Using conditional formatting option for rows, columns and cells

Advance excel course- charts

- ✓ Using charts
- ✓ Using 3d graphs
- ✓ Using bar and line chart together
- ✓ Formatting charts
- ✓ Sharing charts with power point/ Ms word, dynamically

Advance excel – new features of excel

- ✓ Spark lines, inline charts, data charts

Advance excel course

- ✓ Emi calculation
- ✓ Present value and future value calculation
- ✓ Loan calculation
- ✓ Bank pass book
- ✓ Attendance with salary sheet
- ✓ Salary increase sheet
- ✓ Pay slip
- ✓ Gst calculation

Advance excel course (strings)

- ✓ Length function
- ✓ Right function
- ✓ Left function
- ✓ Count function
- ✓ Count a function
- ✓ Count blank function
- ✓ Concatenate function
- ✓ Text to Colum function
- ✓ Trim function
- ✓ Bhatt function
- ✓ And or not function
- ✓ Mid and find function
- ✓ Proper function
- ✓ Substitute function
- ✓ Upper function
- ✓ Lower function
- ✓ Char function
- ✓ Rept function
- ✓ D count function
- ✓ D count a function

Advance excel course

- ✓ Calculated sales
- ✓ Human age calculation
- ✓ Mis report
- ✓ Hyperlink in excel