



## **QUICKSTEP COMPUTER CENTER**

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

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### **BASIC & ADVANCED EXCEL**

#### **1 Pivot and Pivot Graphs:**

- **Creating of Pivot Table**
- **Using Summary function in Pivot Table**
- **Pivot Table Calculations**
- **Creating own formulas in Pivots**
- **Grouping and Ungrouping in Pivot Tables**
- **Creating Pivot Graph**
- **Custom Filter on Pivot Table**
- **Formatting Pivot table (Removing old data, grand total, subtotal ...etc.)**

#### **2 Working on Objects:**

- **Inserting Objects**
- **Inserting different files into Excel (like .doc, .pdf, .txt files)**
- **Hyper linking to different sheets**
- **Providing screen tips in hyper link**
- **Hyperlink to send emails**
- **Inserting symbols**
- **Sending working file to an email**

#### **3 Data Management in Excel – Sorting:**

- **Rearranging of Data**
- **Sorting by alphabets, numbers and time**

#### **4 Filtering Data:**

- **Using Auto filter option**
- **Custom Filtering with different options**
- **Advanced Filtering**
- **Find Unique records using advanced filtering**
- **Filter using operators AND/OR**
- **Filter by color**

#### **5 Grouping and Outlining Data**

- **Group and ungroup rows and columns**
- **Auto outlining the data**
- **Freezing and Unfreezing**

## **6 Data Validation:**

- Use Data Validation in Excel
- Using Input Message in Data validation
- Using error message in Data Validation

## **7 Removing duplicate records:**

- Remove duplicate records in a spread sheet
- Customize to remove the duplicate values

## **8 Split Texts:**

- Split texts to different columns
- Remove special character from a string and split the string

## **9 Data Consolidation:**

- Combining different spreadsheet using data consolidation
- Using summary function in data consolidation

## **10 Conditional Formatting:**

- Use of conditional formatting
- Custom formatting

## **11 Copy Data:**

- Use of format painter
- Use of paste special
- Strike through a value
- Find and Replace

## **12 View Multiple Files:**

- Arrange multiple windows to view in one time
- Split big sheet into sub sheets for better analysis

## **13 Working on Tab:**

- Hide/ Unhide a tab
- Color a tab
- Move /Copy the tab to another sheet/workbook

## **14 Advanced Functions:**

- V-Lookup
- H-Lookup

- IF
- ISERROR
- Index Match
- Rows
- Columns
- Match
- Offset
- Get Pivot Data
- Date and Time Functions
- Text Functions
- Operators
- Mathematical functions
- Calculation options

## **16 Name Managers**

- Define a name to a range
- Use of name manager
- Using formulas in name manager
- Editing name range

## **17 Data Connection from External Data:**

- From access
- From SQL
- From Web
- From ODBC

## **18 Customize your Excel view:**

- Customize Excel view
- Developer Option
- Trust Centre
- Add-Ins
- Save directory options
- Language Setting
- Quick access toolbar

## **19 Security options in excel:**

- Protecting the worksheet
- Protecting the workbooks
- Sharing the workbook
- Allow users to edit ranges

## **20 RECORDING MACROS**

## **21 SCENARIO MANAGER, GOAL SEEK**

## **22 CONSOLIDATIONS IN EXCELS**

## **23 FILTERS**

- AUTO FILTER
- ADVANCE AUTO FILTER
- STRING FUNCTION

## 24 CHATS

- Creating Working With Charts

## 25 ROWS

- ADJUSTING ROW HIGHT AND COLUMN WIDTH
- WORKING WITH CELL ALIGNMENT ADDING CELL BORDERS

## WHAT IS VBA?

- INTRODUCTION TO ANOTHER LANGUAGES
- VBA: AN EVENT DRIVEN PROGRAMMING
- VBA: AN OBJECT BASED PROGRAMMING
- ADVANTAGES AND DISADVANTAGES OF VBA
- OBJECTS, PROCEDURES AND PROPERTIES

### 2 VBA IDE

- OPENING THE EXCEL VBA IDE
- MENU BAR
- TOOLBAR
- PROJECT WINDOW
- CODE WINDOW
  
- IMMEDIATE WINDOW
- CUSTOMIZING THE VBE

## 3Getting Started With Macro

- RECORDING THE MACRO
- EXAMINING THE MACRO
- SAVING WORKBOOKS THAT CONTAIN MACROS

## 4 Fundamentals of VBA Language

- VARIABLE & CONSTANTS
- KEYWORDS
- DATA TYPES
- PROCEDURES: SUB AND FUNCTION
- ARGUMENTS
- LOCAL VS GLOBAL VARIABLE DECLARATION
- PROCEDURES: PUBLIC OR PRIVATE
- COMMENTS

## 5 Control Flow & Loops Statements

- RELATIONAL AND LOGICAL OPERATORS
- IF....THEN

- IF....THEN....ELSE
- IF....THEN....ELSEIF....ELSE
- SELECT CASE ( WITH TO AND WITH IS)
- DO WHILE....LOOP
- DOLOOP....WHILE
- DO UNTIL....LOOP
- DOLOOP....UNTIL
- FOR....NEXT
- FOR EACH....NEXT
- WHILE....WEND
- THE EXIT STATEMENT

## **6 Using VBA and Worksheet Functions**

- VB FUNCTIONS
- EXCEL FUNCTIONS
- THE WORKBOOKS COLLECTION
- THE SHEETS COLLECTION
- ACTIVATE AND SELECT
- RANGE PROPERTY
- CELLS PROPERTY
- OFFSET PROPERTY
- RESIZE PROPERTY
- CURRENTREGION PROPERTY
- COLUMNS AND ROWS PROPERTIES
- REFERENCING RANGES IN OTHER SHEETS
- USING THE UNION AND INTERSECT METHODS
- USING THE IEMPTY FUNCTION
- USING THE AREAS COLLECTION
- TRANSFERRING VALUES BETWEEN ARRAYS AND RANGES

## **7 Working with Dialog Boxes and Form Objects**

- USING LABELS
- USING TEXT BOXES
- USING THE COMMAND BUTTON CONTROL
- USING LIST BOXES
- USING COMBO BOXES
- USING CHECK BOXES
- USING RADIO BUTTONS
- USING TOGGLE BUTTONS
- USING FRAMES
- USING MESSAGE BOXES
- TAKING INPUT USING INPUT BOXES
- TABSTRIP
- USING A SCROLLBAR AS A SLIDER TO SELECT VALUES
- ADDING HELP TIPS TO CONTROLS
- TAB ORDER
- COLOURING THE ACTIVE CONTROL
- TRANSPARENT FORMS
- WORKING WITH MENUS AND TOOLBARS
- CREATING MENUS AND TOOLBARS

## **8 Handling Errors**

- TYPES OF ERRORS IN VBA

- USING THE ON ERROR GOTO STATEMENT
- USING THE RESUME STATEMENT
- WORKING WITH THE ERR OBJECT

## 9 The Excel Object Model

- INTRODUCING CLASSES AND OBJECTS
- THE OBJECT HIERARCHY
- COLLECTIONS
- REFERRING TO OBJECTS
- NAVIGATING THROUGH THE HIERARCHY
- OBJECT PROPERTIES AND METHODS
- EVENTS
- USING THE WITH...END WITH STATEMENT

## 10 Arrays

- DECLARING ARRAYS
- SPECIFYING LIMITS
- ARRAY FUNCTION
- TWO DIMENSIONAL ARRAYS
- MULTI DIMENSIONAL ARRAYS
- DYNAMIC ARRAYS

## 11 The Application Object

- GLOBALS
- THE ACTIVE PROPERTIES
- DISPLAY ALERTS
- SCREEN UPDATING
- EVALUATE
- STATUSBAR
- SEND KEYS
- ONTIME & ON KEY

## 12 Data Lists

- SORTING A RANGE
- CREATING A TABLE
- SORTING A TABLE
- AUTOFILTER