Advanced Excel Training
Learn the most in-demand skill in industry.
Duration: 4 weeks | Certified Training

About Advanced Excel Training

The Advanced Excel is a 4-weeks training program covering Basic and Advanced modules of MS-Excel. The objective of this training is to make students proficient with Excel by practicing everyday industry usage of MS-Excel.

During the course of this training, students will work on various projects. Students will be presented with interesting real-life scenarios and have to use the Excel tools, functions and data visualization techniques learned to solve problems, make inferences and present data in a meaningful and effective manner using Excel.

Table of Contents

1. **Getting Started:** *Get familiar with Excel Learn the basic operations and formulas of excel.*

   - Introduction to Excel
   - Why should we learn Excel?
   - Orientation / Tour
   - Interface & Terminology
   - Excel worksheets
   - Excel Ribbon
   - Backstage View
   - Quick Access Toolbar
   - Keyboard shortcuts

2. **Excel Basics:** *You will learn basic concepts in this module which will give you a chance to build a solid foundation.*

   - Cell Basics
   - Modifying cells/rows/columns
   - Basic Cell Formatting
   - Cell Number Formats
   - Cut, Copy & Paste
   - Format Painter
   - Personalizing Worksheets
   - Multiple worksheets
   - Find & Replace
   - Sheet Protection
   - Printing & Page Layout
   - Assignment

3. **FORMULAS & FUNCTIONS:** *In-depth lessons on formulas, functions, lookup functions and data validation with Excel*
   - Intro
   - Basic Formulas
   - Advanced Formulas
   - Cell References
   - Excel Functions
   - Date/Time Functions
   - Text Functions
   - Financial Functions
   - Logical Functions
   - Lookup Functions
   - Data Validation
   - Troubleshooting
   - Assignment

4. **WORKING WITH DATA:** *You will learn all about data organization and data visualization*

   - Basic tips for working with data
   - Freezing panes and view options
   - Data sorting
   - Data filtering
   - Tables
   - Charts
   - Assignment

5. **ADVANCED CONCEPTS:** *You will learn the skills needed to automate, analyze & present Excel data in the most effective manner*

   - Conditional Formatting
   - What-If Analysis
   - Pivot Tables 1
   - Pivot Tables 2
   - Pivot Tables 3
   - Assignment