

Advance Excel



Duration : 30 hours

Introduction to Advance Excel :

- ◀ Get a head start with templates and set up an Excel template
- ◀ Create new default workbook and worksheet templates
- ◀ Learn how modular templates can make your spreadsheets more consistent and much quicker to set up
- ◀ Customizing the Excel interface to put the tools that you need at your fingertips
- ◀ How to build in checks and controls from the outset
- ◀ Key techniques that reduce risk and increase automation and efficiency
- ◀ Documentation and review tools

Grouping & Outlining and Subtotals :

- ◀ Outlining and Grouping Data
- ◀ Using the Subtotals Tool

What-If Analysis :

- ◀ Exploring Scenarios
- ◀ Goal Seek and Data Tables
- ◀ Using Solver

Data Validation :

- ◀ Date & Time Validation
- ◀ Text & List Validation

- ◀ Custom Validations
- ◀ Data Validation on Dynamic Drop down list.

Pivot Tables :

- ◀ Getting Started with PivotTables
- ◀ Displaying Data in a PivotTable
- ◀ Formatting a PivotTable
- ◀ Using the Classic PivotTable Layout
- ◀ Slicers

Charting Pivot Data :

- ◀ Getting Started with Pivot Charts
- ◀ Using the PivotChart Tools Tabs
- ◀ Formatting a Pivot Chart

Advanced Excel Tasks :

- ◀ Hyperlinks
- ◀ Custom AutoFill List
- ◀ Sharing Workbooks

VLOOKUP and HLOOKUP :

- ◀ VLOOKUP and HLOOKUP Function
- ◀ Nested VLOOKUP

Macros :

- ◀ Recording and Playing Macros
- ◀ Copying and Deleting Macros
- ◀ Visual Basic and Macros

ADDITIONAL THINGS THAT YOU CAN GET ONLY AT IT DESK:

Training :

- ◀ Exercises Industry Oriented
- ◀ 2 days session on VBA
- ◀ Certificates

IT DESK SUPPORT :

- ◀ World Class step by step Courseware | Books
- ◀ Practical based assignments
- ◀ Multi-Utility Online Panel
- ◀ Lifetime Membership applicable across all India ITDESK
- ◀ Online Panel including Mock Test & Online Test
- ◀ 100% Placement Assistance with National & International Companies.
- ◀ Live Projects
- ◀ Weekend Batches
- ◀ Online Classes
- ◀ Fast Track Batches
- ◀ Special batches for IITians
- ◀ 100% Practical Oriented Sessions by expert