Course Agenda

Microsoft Excel Basic and Advanced Training

Lesson 01 - Basic Excel

- Text to Columns
- Concatenate
- The Concatenate Function
- The Right Function with Concatenation
- Absolute Cell References
- Data Validation
- Time and Date Calculations
- Conditional Formatting
- Exploring Styles and Clearing Formatting
- Using Conditional Formatting to Hide Cells
- Using the IF Function
- Changing the "Value if false" Condition to Text
- Pivot Tables
- Creating a Pivot Table
- Specifying PivotTable Data
- Changing a PivotTables Calculation
- Filtering and Sorting a PivotTable
- Creating a PivotChart
- Grouping Items
- Updating a PivotTable
- Formatting a PivotTable
- Using Slicers
- Charts
- Creating a Simple Chart
- Charting Non-Adjacent Cells
- Creating a Chart Using the Chart Wizard
- Modifying Charts
- Moving an Embedded Chart

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- ➤ Table Styles
- ➤ Cleaning Data with Text Functions
- ➤ Removing Unwanted Characters from Text
- ➤ Extracting Data Values from Text
- ➤ Formatting Data with Text Functions
- ➤ Advance Excel

Lesson 02 - Date Formats

- ➤ Converting Dates in Serial Format to Month-Day-Year Format
- ➤ Converting Dates in Month-Day-Year Format to Serial Format
- ➤ Obtaining Today's Date
- ➤ Finding a Workday after Specified Days
- ➤ Customizing the Definition of a Weekend
- ➤ Number of Workdays between two given Dates
- ➤ Extracting Year, Month, Day from Date
- ➤ Extracting Day of the Week from Date
- ➤ Obtaining Date from Year, Month and Day
- ➤ Calculating Years, Months and Days between two Dates

Lesson 03 - Conditional Formatting

- ➤ Highlight Cells Rules
- ➤ Top / Bottom Rules
- ➤ Data Bars
- ➤ Color Scales
- ➤ Icon Sets
- ➤ New Rule
- ➤ Clear Rules
- ➤ Manage Rules

Lesson 04 - Sorting

- Sort by Text
- Sort by Numbers
- Sort by Dates or Times
- Sort by Cell Color
- Sort by Font Color
- Sort by Cell Icon
- Sort by a Custom List
- Sort by Rows
- Sort by more than one Column or Row

Lesson 05 - Filtering

- Filter by Selected Values
- Filter by Text
- Filter by Date
- Data Analysis with Excel
- Filter by Numbers
- Filter by Cell Color
- Filter by Font Color
- Filter by Cell Icon
- Clear Filter
- Advanced Filtering
- Filter Using Slicers

Lesson 06 - Other Topics

- Subtotals with Ranges
- Subtotals
- Nested Subtotals
- Quick Analysis
- Quick Analysis with TOTALS
- Sum
- Average
- Count
- %Total

- Running Total
- Sum of Columns

Lesson 07 - Lookup Functions

- Using VLOOKUP Function
- Using VLOOKUP Function with range lookup TRUE
- Using VLOOKUP Function with range lookup FALSE
- Using HLOOKUP Function
- Using HLOOKUP Function with range lookup FALSE
- Using HLOOKUP Function with range lookup TRUE
- Using INDEX Function
- Using MATCH Function

Lesson 08 - Pivoting

- PivotTables
- Creating PivotTable
- Recommended PivotTables
- PivotTable Fields
- PivotTable Areas
- Nesting in the PivotTable
- Filters
- Slicers
- Summarizing Values by other Calculations
- PivotTable Tools
- Using Pictures in Column Charts
- Band Chart
- Thermometer Chart
- Gantt Chart
- Waterfall Chart
- Sparklines
- Pivot Charts
- PivotChart from PivotTable
- PivotChart without a PivotTable
- Working with Multiple Sheets
- Multiple Worksheets with same Structure
- Creating a Formula across Multiple Worksheets
- Summarizing Data in Multiple Worksheets
- What-If Analysis

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