

Advanced Excel Course Content

Curriculum

Day 1: Introduction

- Different File extensions
- All Keyboard shortcuts
- Data types and properties
- Create, delete and update new templates

Day 2: Basics of Advanced Excel additional Formatting

- Define Name
- Paste special
- Conditional formatting
- Basic functions

Day 3: Advanced formulas and linking

- Advanced formulas like Database, time, date, number, mathematical logical etc.
- Creating links
- Errors and error types

Day 4: Sorting & Filtering

- Multilevel sorting
- Custom sorting
- Filtering

Day 5: Goal Seek, Scenarios, Grouping and Subtotals

- Creating, using, and editing scenarios
- Concept of Goal seek and using it
- Grouping large data by different criteria
- Adding subtotals to grouped data

Day 6: Lists, Charts & Data validation

- Creating menu and sub menus by using list
- Advanced & Dynamic chart properties
- Applying data validation and generating error message

Day 7: Pivot & Data from other sources functions

- Report generation and extraction
- Applying logic and functions
- Generating charts by using extracted results
- Importing exporting data from other sources and extensions

Day 8: Security & Macro Basics of Macro and using it

- Cell protections
- Hiding Data and formulas
- Sheet protection
- Workbook protection and sharing
- Basics of Macro and using it
- Bit of automation by using macros

Day 9: Practice Session 1

- Working with more than 1 lacs of entries in one sheet
- Extracting reports
- Data analysis

Day 10: Doubt clearing session

- Overall revision 1

Day 11: Practice Session 2

- Working with more than 2 lacs of entries in many sheets but linked
- Extracting reports
- Data analysis

Day 12: Doubt clearing session

- Overall revision 2



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