

Advanced Microsoft Excel

2 Day Workshop



Overview

A survey says more than 90% of companies use Microsoft Office Suite. It has been estimated that although Microsoft Office contains more than 10,000 features, the average user is familiar with only about 150 of them.

That means that most people have left a whopping 98.5 percent of Office territory unexplored. In practical terms, it also means that most people aren't taking advantage of the power of the Office suite. It means that most people work inefficiently by trying to make the techniques they know serve a wide range of situations, and it means that most people work ineffectively because they aren't aware of techniques that could solve their problems. This workshop is designed to learn the some of these features.

Objective:

- To impart Awareness of some of the advanced concepts in Microsoft Excel

Target Audience

All the persons from all levels known basics of computer and interest to learn the some advanced features in MS Excel can attend this work shop.

Methodology:

- LCD presentation of the concepts with live exercise and examples
- Hands on experiences (immediate practice of the exercise & examples)
- Doubts and queries almost cleared immediately

Workshop Content Coverage:

Workshop Duration: 2 Days highly interactive session

[Schedule: 9:15 - 10:45AM / 11 - 1PM / 1:45 - 3:15PM / 3:30 - 5:30PM]

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Content Outline:

Day 1

Session 1

- Knowing new features of Excel
- Exploring QAT, Ribbon, Dialog Box Launcher, Command Button & Command Sets
- Investigating the use of Smart Tag
- Advanced usage of Clip Board
 - Clip board in multiple application
 - Consolidation between sheets and files
 - Controlling multiple sheets & files
 - Trick of Copying sheet in existing file and new file
 - Comparing files with synchronizing
 - Arrange files in different views
 - Saving the layout of views
 - Filling and data entry Fast by Fill Handle, Smart Tag and Custom List

Session 2

- Tips about the Format Cells
- Special option under Goto
- Innovation in paste special
- Discovering options in Find & Replace
- Categories of View
 - Normal
 - Appending Header & Footer
 - Arrange Page Setup
 - Insert and Position the Page Break
 - Making rows and columns to be repeated
 - Saving the Page Setup (Print out at time from anywhere)

Session 3

- Preventing Data Entry Error by Validation
 - Accepting only preferred values
 - Creating drop down by Entering and Selecting the Data
 - Using Formulas
 - Features in conditional formatting

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- Highlight Cells
- Find Duplicate
- Top / Bottom
- Data Bars (Positive & Negative)
- Color Scales
- Manage the formats
- Using formulas and Function
- Removing the repeated values

Session 4

- Sort and Filter
 - Multiple sort
 - Level of sorting
 - Color & Icon Sort
 - Multiple Filter
 - Date, Text & Number Filter
 - Color Filter
 - Clear & Reapply
 - Single and Multiple Subtotal
 - Enhancing with Function
 - Date
 - Text

Day 2

Session 1

- Lookup
 - Prerequisites
 - Lookup (Array & Vector)
 - VLookup & Hlookup
 - Array Lookup
 - Multiple Lookup
 - Handling error
 - Multiple formats
 - Multiple Condition
- Logical function
 - If, And, Or
 - Nested Function
 - Nested Ifs

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Session 2

- Creating reports through Pivot Table
 - Pre-condition for Pivot
 - Understanding Report filter, Row & Column and Σ value
 - Basic reports by Dropping the fields
 - Working with Design and layout
 - Summarize with different function
 - Modifying the table
 - Showing different values like Percentage, Running total, Index and etc
 - Creating own formulas & function using calculated field
 - Techniques of adding and modifying record in the source
 - Grouping data by Text, Number and Date
 - Renaming the group
 - Summarize by group
 - Creating Yearly, Quarterly, Monthly and Weekly reports
 - Creating histogram or age analysis
 - Reports in multiple page by a click using report filter
 - Consolidating With Identical Layouts
 - Creating an Outlined Consolidation
 - Pivot table options

Session 3

- Working with excel dynamic table
 - Making dynamic table using short cut keys and tools
 - Auto format, Auto filter, Auto freeze
 - Auto updating on formulas, functions, table and charts
 - Automatic summation, Auto subtotal ,Changing function by a click Adding function on other column by a click
 - Selection of columns with ease
 - Adding a column & Auto copy of formulas and function
 - Using the table in the function
 - Understanding table style and options
 - Export to Share point list
 - Knowing the Limitation

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Session 4

- Visualizing using chart
 - Creating basic chart (Line, Column, Bar or Pie)
 - Charts by shortcut keys
 - Selecting right chart for the data
 - Customizing chart
 - Changing chart type
 - Combination of chart
 - Printing options in chart
 - Using predefined design and layout
 - Working with label and format
 - Adding shapes to chart
 - Creating the chart template
 - Drawing chart based on template
 - Making a default chart
 - Protection
 - Protecting the entire book
 - Understanding the Locked and Hidden
 - Protecting a sheet
 - Giving a specific rights while protecting
 - Protecting our data only (Row, Column or Cell)
 - Protection of formulas and values
 - Protecting the book from deleting, renaming, hiding and copying
 - Sharing
 - Share a workbook
 - Tracking the changes done by others
 - Highlighting the changes
 - Accept and reject changes
 - Listing the changes on a new sheet

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Other Details:

- Payment to be made within 15 days from the date of the invoice.
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