



EXCEL, ADVANCED EXCEL, VBA

EXCEL INTRODUCTION

1. A overview of the screen, navigation and basic spreadsheet concepts
2. Various selection techniques
3. Shortcut Keys

CUSTOMIZING EXCEL

1. Customizing the Ribbon
2. Using and Customizing AutoCorrect
3. Changing Excel's Default Options
4. Overview of all the new features

USING BASIC FUNCTIONS

1. Using Functions - Sum, Average, Max,Min, Count, Counta
2. Absolute , Mixed and Relative Referencing

FORMATTING AND PROOFING

1. Formatting Cells with Number formats, Font formats, Alignment, Borders, etc
2. Basic conditional formatting

MATHEMATICAL FUNCTIONS

1. SumIf, SumIfs CountIf, CountIfs AverageIf, AverageIfs
2. Subtotal Function

PROTECTING EXCEL

1. File Level Protection
2. Workbook, Worksheet Protection

TEXT FUNCTIONS

1. Upper, Lower, Proper
2. Left, Mid, Right
3. Trim, Len, Exact
4. Concatenate
5. Find, Substitute

DATE AND TIME FUNCTIONS

1. Today, Now
2. Day, Month, Year
3. Date, DateDif, DateAdd
4. EOMonth, Weekday

ADVANCED PASTE SPECIAL TECHNIQUES

1. Paste Formulas, Paste Formats
2. Paste Validations
3. Transpose Tables

SORTING AND FILTERING

1. Filtering on Text, Numbers & Colors
2. Sorting Options
3. Advanced Filters on 15-20 different criteria(s)

PRINTING WORKBOOKS

1. Setting Up Print Area
2. Customizing Headers & Footers
3. Designing the structure of a template

Advanced Excel

WHAT IF ANALYSIS

1. Goal Seek
2. Scenario Analysis
3. Data Tables (PMT Function)
4. Solver Tool

LOGICAL FUNCTIONS

1. If Function
2. How to Fix Errors - iferror
3. Nested If
4. Complex if and or functions

DATA VALIDATION

1. Number, Date & Time Validation
2. Text and List Validation



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3. Custom validations based on formula for a cell
4. Handling Invalid Inputs
5. Dynamic Dropdown List Creation using Data Validation – Dependency List

LOOKUP FUNCTIONS

1. Vlookup / Hlookup
2. Index and Match
3. Creating Smooth User Interface Using Lookup
4. Offset Function
5. Reverse Lookup
6. Worksheet linking using Indirect
7. Vlookup with Helper

PIVOT TABLES

1. Creating Simple Pivot Tables
2. Basic and Advanced Value Field Setting
3. Classic Pivot table
4. Grouping based on numbers and Dates
5. Calculated Field & Calculated Items

ARRAYS FUNCTIONS

1. What are the Array Formulas, Use of the Array Formulas
2. Basic Examples of Arrays (Using ctrl+shift+enter).
3. Array with if, len and mid functions formulas.
4. Array with Lookup functions.
5. Advanced Use of formulas with Array.

CHARTS AND SLICERS

1. Various Charts i.e. Bar Charts / Pie Charts / Line Charts
2. Using SLICERS, Filter data with Slicers

3. Manage Primary and Secondary Axis

EXCEL DASHBOARD

1. Planning a Dashboard
2. Adding Tables and Charts to Dashboard
3. Adding Dynamic Contents to Dashboard

VBA Macro

INTRODUCTION TO VBA

1. What Is VBA?
2. What Can You Do with VBA?
3. Recording the Macro

VARIABLES IN VBA

1. What is Variables?
2. Using Non-Declared Variables
3. Variable Data Types

MESSAGEBOX AND INPUTBOX FUNCTIONS

1. Customising Msgboxes and Inputbox
2. Reading Cell Values into Messages

IF STATEMENTS

1. Simple If Statements
2. The Elseif Statement

LOOPING IN VBA

1. Introduction to Loops and its Types
2. The Basic Do and For Loop
3. Exiting from a Loop
4. Advanced Loop Examples

MAIL FUNCTIONS – OUTLOOK

1. Using Outlook Namespace
2. Send automated mail
3. Outlook Configurations, MAPI