

ASPIRE TECHSOFT

ISO 9001: 2015 Certified Training Institute

Advanced Excel

Chapter 1: Fundamentals of Excel

- Key features of excel.
- Excel User Interface & Basic concepts.
- How to handle important navigations & controls.
- What is spreadsheet & How to perform basic data entry.
- What is row, column, cell and how to insert, delete etc.
- Intro to Tables, chart, table filters for searching & sorting in excel.
- Basic calculations, formulas.

Chapter 2: Calculations in Excel

- Intro to Formulas & Formula: Syntax of formulas, Functions, how to write & use them.
- New function categories: Date & Time, Financial, Logical, Lookup & Reference, Math & Trigonometry, Stoical, Text etc.

Chapter 3: Excel Design & Formatting

- How to make your data presentable with the help of formatting & design tools.
- Font, borders, alignment, number formatting, bars, colours etc.
- Excel styles, themes for design.

Chapter 4: Data Analysis using Excel

- Intro to Data Analysis: Data Analysis using table formatting, filtering and summarizing data.
- Sorting data by cell colours.
- Learn about Slicer, Flash fill, Sparklines.
- What is Data Model, Pivot table, Power Pivot.
- Connecting to external data source such as MySQL Database, Access Database or another Excel Workbook.
- Pivot Table Tools.

Chapter 5: Data Visualization with Excel

- Interactive data exploration, visualization, and presentation using PowerView.
- About Charts: How to create and use charts, chart designs and tools.
- Power View Services, Formatting reports.

Chapter 6: Other features of Excel

- Templates, Inquiries
- Workbook Analysis,
- Managing Passwords
- File Formats etc.