

# Table of Contents

1) PIVOTS AND PIVOT GRAPHS: .....	2
2) WORKING ON OBJECTS: .....	2
3) DATA MANAGEMENT IN EXCEL: .....	3
◆ SORTING: .....	3
◆ FILTERING DATA: .....	3
◆ GROUPING AND OUTLINING DATA.....	3
◆ FREEZING AND UNFREEZING.....	3
◆ DATA VALIDATION: .....	3
◆ REMOVING DUPLICATE RECORDS: .....	4
◆ SPLIT TEXTS: .....	4
◆ DATA CONSOLIDATION: .....	4
◆ CONDITIONAL FORMATTING: .....	4
◆ COPY DATA: .....	4
◆ VIEW MULTIPLE FILES: .....	5
◆ WORKING ON TAB: .....	5
4) ADVANCED FUNCTIONS: .....	5
5) NAME MANAGER: .....	6
6) DATA CONNECTION FROM EXTERNAL DATA: .....	6
7) CUSTOMIZE YOUR EXCEL VIEW: .....	6
8) SECURITY OPTIONS IN EXCEL: .....	6
9) INTRODUCTION TO MACROS.....	7
10) INTRODUCTION TO POWER QUERY .....	7



# Advanced Excel

## 1) Pivots and Pivot Graphs:

- a) Creating of Pivot Table
- b) Using Summary function in Pivot Table
- c) Pivot Table Calculations
- d) Creating own formulas in Pivots
- e) Grouping and Ungrouping in Pivot Tables
- f) Creating Pivot Graph
- g) Custom Filter on Pivot Table
- h) Formatting Pivot table (Removing old data, grand total, subtotal ...etc.)

## 2) Working on Objects:

- a) Inserting Objects
- b) Inserting different files into Excel (like .doc, .pdf, .txt files)
- c) Hyper linking to different sheets
- d) Providing screen tips in hyper link
- e) Hyperlink to send emails
- f) Inserting symbols
- g) Sending working file to an email



### 3) Data Management in Excel:

- ◆ Sorting:

- a) Rearranging of Data
- b) Sorting by alphabets, numbers and time

- ◆ Filtering Data:

- a) Using Auto filter option
- b) Custom Filtering with different options
- c) Advanced Filtering
- d) Find Unique records using advanced filtering
- e) Filter using operators AND/OR
- f) Filter by color

- ◆ Grouping and Outlining Data

- a) Group and ungroup rows and columns
- b) Auto outlining the data

- ◆ Freezing and Unfreezing

- ◆ Data Validation:

- a) Use Data Validation in Excel
- b) Using Input Message in Data validation
- c) Using error message in Data Validation



◆ Removing duplicate records:

- a) Remove duplicate records in a spread sheet
- b) Customize to remove the duplicate values

◆ Split Texts:

- a) Split texts to different columns
- b) Remove special character from a string and split the string

◆ Data Consolidation:

- a) Combining different spreadsheet using data consolidation
- b) Using summary function in data consolidation

◆ Conditional Formatting

- a) Use of conditional formatting
- b) Custom formatting

◆ Copy Data:

- a) Use of format painter
- b) Use of paste special
- c) Strike through a value
- d) Find and Replace



◆ View Multiple Files:

- a) Arrange multiple windows to view in one time.
- b) Split big sheet into sub sheets for better analysis

◆ Working on Tab:

- a) Hide/ Unhide a tab
- b) Color a tab
- c) Move /Copy the tab to another sheet/workbook

4) Advanced Functions:

- a) V-Lookup
- b) H-Lookup
- c) IF
- d) ISERROR
- e) Index Match
- f) Rows
- g) Columns
- h) Match
- i) Offset
- j) Get Pivot Data
- k) Date and Time Functions
- l) Text Functions
- m) Operators
- n) Mathematical functions
  - a. Calculation options



5) Name Manager:

- a) Define a name to a range
- b) Use of name manager
- c) Using formulas in name manager
- d) Editing name range

6) Data Connection from External Data:

- a) From access
- b) From SQL
- c) From Web
- d) From ODBC

7) Customize your Excel view:

- a) Customize Excel view
- b) Developer Option
- c) Trust Centre
- d) Add-Ins
- e) Save directory options
- f) Language Setting
- g) Quick access toolbar

8) Security options in excel:

- a) Protecting the worksheet
- b) Protecting the workbooks
- c) Sharing the workbook
- d) Allow users to edit ranges



9) Introduction to Macros

- a) Record Macro
- b) View Macro
- c) Using Relative Reference
- d) Assigning Shortcut Keys

10) Introduction to Power Query



## ***About the Instructor***



Hey there! I'm Roopkumar Murali, but you might know me as the Excel Wizardd. Training is my game, and I'm all about making those connections with my students. I'm a big fan of using every tech tool out there to make our sessions super engaging and easy to follow.

You'll get handy guides and recordings of each session, so you won't miss a beat.

### Why Choose this course??

- ✓ Dive into Expertise: Uncover the secrets of Excel with a guide who's not just a trainer, but a wizard in the art of spreadsheets. I bring years of experience and a sprinkle of magic to each lesson!





- ✓ **Get Hands-On:** It's not just about watching; it's about doing! With practical exercises, you'll be crafting spreadsheet masterpieces in no time.
- ✓ **Your Pace, Your Space:** Whether you're an early bird or a night owl, our flexible learning options cater to your rhythm. Learn whenever, wherever!
- ✓ **Present Like a Pro:** Boost your career by turning numbers into narratives. I'll show you how to present data that captivates and convinces.

Join the ranks of Excel enthusiasts who've transformed their skills and careers. Let's excel together!

**Commercials :** 1500 INR per hour



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