Excel 2016-Level 1, 2 & 3

Overview of the course:

Microsoft Advanced Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS X. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. It has been a very widely applied spreadsheet for these platforms, especially since version 5 in 1993, and it has replaced Lotus 1-2-3 as the industry standard for spreadsheets. Excel forms part of Microsoft Office.

Learning Outcome of Microsoft training courses:

Upon successful completion of Microsoft Advanced Excel Training course, students will be able to:

- Use Microsoft Excel in business more effectively
- Perform analysis and evaluation to assist in enhancing the decision making process
- Understand and create pivot tables and pivot charts
- Visualize and manipulate data
- Prepare business and flash reports to senior management
- Will be able to design professional-level spreadsheets to lay out data intelligently and usefully

Who needs the course?

Business analysts and professionals, supervisors and staff from any function that need to improve their understanding and use of Microsoft Excel as an important tool to produce more effective and efficient work.

Course No 1: Excel Basics - Level 0

- SESSION 1: Title Bar
- SESSION 2: Quick Access Tool Bar
- SESSION 3: Back Stage View
- SESSION 4: Name Box
- SESSION 5: Formula Bar
- SESSION 6: Clipboard
- SESSION 7: Formatting
- SESSION 8: Filters
- SESSION 9: Column Charts
- SESSION 10: Page Setup
- SESSION 11: Print Titles
- SESSION 12: Paste Special
- SESSION 13: Format Painter
- SESSION 14: Relative Address
- SESSION 15: Working with Multiple Worksheets
- SESSION 16: Merge And Center

- SESSION 17: Defined Named Ranges
- SESSION 18: Date Functions
- SESSION 19: Text Functions
- SESSION 20: Protecting a Worksheet
- SESSION 21: Importing Text Files

Course No 2: Advance Excel - Level 1

- SESSION 1: Setting Up a workbook
- SESSION 2: Working with Data and Excel Tables - including Converting A Range to Table
- SESSION 3: Performing Calculations on Data - including Lookup Functions, Formula Auditing & Countif
- SESSION 4: Changing Workbook Appearance - including Conditional Formatting
- SESSION 5: Focusing on Specific Data by Using Filters
- SESSION 6: Reordering and Summarizing Data - including Absolute Address, Data Validation & Consolidation, Data Tables
- SESSION 7: Combining Data from Multiple sources - including Creating Dashboards
- SESSION 8: Analyzing alternative Data Sets - including Remove Duplicates, Sorting & Custom Sort
- SESSION 9: Creating Dynamic Lists by using PivotTables - including Pivot chart
- SESSION 10: Creating Charts and Graphics - including Pie Chart, Combination Chart & Sparklines)
- SESSION 11: Printing and setting up a print area
- SESSION 12: Automating Repetitive Tasks by Using Macros
- SESSION 13: Working with Other Microsoft Office Program - including Database functions and Data Linking
- SESSION 14: What-If-Analysis - including Goal Seek and Scenario Manager

Course No 3: Advance Excel Level 2 - with Pivot Tables, Macros, Formulas & Functions

PART I: WORKING WITH FORMULAS AND FUNCTIONS

- SESSION 1: Introducing Formulas and Functions - including recording a macro
- SESSION 2: Creating Formulas that Manipulate Text - including recording a Macro-Using Relative References
- SESSION 3: Working with Dates and Times
- SESSION 4: Creating Formulas that Count and Sum
- SESSION 5: Creating Formulas that Look Up Values
- SESSION 6: Creating Formulas for Financial Applications
- SESSION 7: Introducing Array Formulas
- SESSION 8: Performing Magic with Array Formulas

PART II: CREATING CHARTS AND GRAPHICS

- SESSION 9: Getting Started Making Chartss
- SESSION 10: Learning Advanced Charting

- SESSION 11: Visualizing Data Using Conditional Formatting - including editing a macro
- SESSION 12: Creating Sparkline Graphics
- SESSION 13: Enhancing Your Work with Pictures and Drawings

PART III: USING ADVANCED EXCEL FEATURES 539

- SESSION 14: Customizing the Excel User Interface - including Assigning a Macro to a Button
- SESSION 15: Using Custom Number Format
- SESSION 16: Using Data Validation
- SESSION 17: Creating and Using Worksheet Outlines
- SESSION 18: Linking and Consolidating Worksheets
- SESSION 19: Excel and the Internet
- SESSION 20: Sharing Data with Other Office Applications
- SESSION 21: Using Excel in a Workgroup
- SESSION 22: Protecting Your Work
- SESSION 23: Making Your Worksheets Error-Free

PART IV: ANALYZING DATA WITH EXCEL

- SESSION 24: Getting Data from External Database Files
- SESSION 25: Introducing Pivot Tables
- SESSION 26: Analyzing Data with Pivot Tables
- SESSION 27: Performing Spreadsheet What-If Analysis
- SESSION 28: Analyzing Data Using Goal Seeking and Solver
- SESSION 29: Analyzing Data with the Analysis ToolPak

Course No 4: Advance Excel with VBA

- SESSION 1: Introducing Visual Basic for Applications
- SESSION 2: Creating Custom Worksheet Functions
- SESSION 3: Creating UserForms
- SESSION 4: Using UserForm Controls in a Worksheet
- SESSION 5: Working with Excel Events
- SESSION 6: VBA Examples
- SESSION 7: Creating Custom Excel Add-Ins

Advanced Microsoft Excel

Course No 5: Advance Excel with Financial Modelling

Basic Features of MS Excel-Advanced Excel Training

- A First Look At MS Excel
- What are Worksheets and Workbooks?
- Cells, Rows, Columns
- Cell References (Absolute, Relative...)
- Types Of Operators

MS Excel Financial Functions

(To calculate depreciations)

- Use the SYD function to calculate Depreciation
- Use the SLN function to calculate straight-line Depreciation
- Production per hour
- Calculate the age of a person in days

Business and Financial Data Validation

- (To validate the error in cash flow, fund flow, etc.)
- Setting-Up Your Validation Rules
- Selecting Different Input Variables
- Using Lists to Restrict Data Input to Your Business Model

Working with Financial Data

- (To sort the list, salary list, stock list etc.)
- Sort
- Creating Form
- Subtotal
- Text To Columns

Business and Financial Functions

- (Investment & share details etc)
- Decide Amount To Invest
- Compare investments
- Using the double-declining balance method
- Determine the payment of a loan

Must Tools for Every Business and Finance Professional

- (Trial balance, balance sheet, cash flow etc)
- IF STATEMENT
- MID, LEFT, RIGHT
- VLOOKUP

Data Consolidation (employee sheet, sales budget, etc)

- Using Appropriate Function
- Selecting Different References
- Creating Source To Consolidated Data

Pivot Table and Pivot Charts - A Must Learn Tool

- Using Your Own Data(stock data, cash flow, trial balance)
- Using Your Imported Data
- Using Consolidation Ranges(employee salary)
- Enhancing Your Report with Data and Format Options(variance report)