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ADVANCED EXCEL

Who is this course for?

Our Advanced Excel course is suitable for those with a sound working knowledge of Excel who wish to progress to the most complicated functions and features.

Prerequisites

A working knowledge of Excel or our Excel Intermediate course.

Benefits

- At the end of this course you will have a complete understanding of the higher functions of Excel.
- You will be able to perform the most advanced calculations and functions, manipulate data using pivot tables and 'advanced' analysis, record macros and integrate with other office applications.

What will you be able to do post-training?

1. Have high comfort working with Excel leading to quick turnaround time
2. Use right formulas for the given scenario
3. Write Complex Formulae with ease
4. Handle Excel related situations more maturely
5. Present Financial data with better interpretation

Objectives

To enable professionals to enhance their *MS Excel skills through exercise, case studies* and gaining hands-on experience on various techniques & Tools. *Advance MS Excel Financial*

The training covers step-by-step lessons ranging from basic/start fundamentals likes, *working with Cells & Ranges, Chartings, Writing Iteration loops in Excel, Application of Array functions* to advanced features and their application in professional jobs. The course will help delegates gain *Excel Proficiency- Calculations, Functions, Formula's, Optimization and Statistical Tools and Excel Best Practices*. Also, knowing Excel functions and features is the first step in financial modeling.

Training Deliverables

- Study Material
- 25+ Practice Excel Worksheets & Cases
- 10 Hours
- Certificate after completion of training

Training outline

Session1	Session2	Session3
<p>The Excel application, workbook and worksheet</p> <ul style="list-style-type: none"> • Formatting of text & numbers • Disadvantage of multiple instances • Structure of an excel spreadsheet • Tips & Tricks: Auto Sum/ Save as Pdf / Freeze Pane/ Hyperlink text or a object / Split worksheet/ Hide & Unhide column/ Paste on PowerPoint/ Format Painter • Validation • Page Break Preview • Freeze panes, Split worksheet • Correcting the format of the date Data Cleanup using the Data Auto Filter and the Advance Filter. GOTO Special tool for working with cells 	<p>Design Analytical Charts/ Graphs & Layouts</p> <ul style="list-style-type: none"> • Plotting charts & common errors encountered • Creating Chart using Chart Wizard • Basic chart types – Line, Bar, Pie, Doughnut, Area, Radar, Waterfall, Scatter graphs • Charts with a Z axis value – Bubble charts • Changing Chart Options • Formatting Chart • Useful graphs and charts • Two o-axis graphs • 3 Axis, 3D Charts • Multiple kind of charts • Setting up Page and Print • Setting Up Page • Previewing and Printing 	<p>Advance Excel Functions (Getting started with formulae)</p> <ul style="list-style-type: none"> § Logical functions § Error trapping § Arithmetic functions § Date functions • Conditional Aggregation: COUNT, COUNTA, COUNTBLANK, COUNTIF, SUMIF, COUNTIFS, SUMIFS, SUMPRODUCT, AVERAGEIF • Working with imported text Data/Strings: • Trace Precedents & Dependents • Iteration, Circular Errors, the #REF! problem • Creating data Entry forms in Excel • Creating multi-dimensional formulas with Referencing • Group & Outline • Text to columns;
Session 4	Session 5	
<p>Using Excel Tools / Analyzing Data</p> <ul style="list-style-type: none"> • Multiple Data filter, Advanced filter and remove duplicates • Multiple Sorting, Generating Subtotals & Formatting • Financial Functions and Applications Related to Excel +Present and Future Values (PMT, PV, FV, IRR, XIRR) • Pivot Table • Enabling the 2003 interface • Creating Pivot Table, Components of a Pivot Table – Row, Column, Data & Page fields • Formatting outputs • Data validation • Database functions: Linking to an external database via Pivot Tables • Advanced formatting 	<p>Advanced Formulae</p> <ul style="list-style-type: none"> • Auditing form: Auditing Worksheets And Tracing Cell References, Tracing Errors • Advanced referencing functions PASTE Multiple Sheets & Auditing features: • Multiple Sheets: Linking worksheets using 3-D formulas, Consolidating data, Creating hyperlink, Creating links between different worksheets • Auditing: Tracing errors in worksheet, Work group collaboration, Tracking changes Optimization and Statistical Tools: What-if Analysis • Sensitivity Analysis: Using Data Tables 	