

CETPA INFOTECH PVT. LTD.
CURRICULUM OF MICROSOFT ADVANCE EXEL

MODULE-1 (Advanced Excel)

1. Advance Functions of Excel

- **Logical Function:** IF / ELSE, AND, OR, NOT, NESTED IF/ELSE
- **Date and Time Functions:** DATE, DAY, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR
- **Information Functions:** ISBLANK, ISERROR, ISEVEN, etc.
- **Math Functions:** RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS
- **Statistical Functions:** AVERAGE, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MIN
- **Text Functions:** LEFT, RIGHT, TEXT, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, CONCATENATE

2. Conditional Formatting

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Colour Scales in Conditional Formatting
- Highlighting Duplicate
- Creating New Rules and Managing Existing Rules

3. Data Sorting and Filtering

- Sorting Data A-Z and Z-A
- Using Filters to Sort Data
- Advance Filtering Options

4. Pivot Tables

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table

5. Concept of Cell Referencing:-

- a) Relative
- b) Absolute
- c) Mixed

6.Vlookup & Hlookup

- Using VLOOKUP & HLOOKUP from same sheet
- Using VLOOKUP & HLOOKUP from other sheet
- Using VLOOKUP & HLOOKUP from other workbook
- Using VLOOKUP with MATCH

7. Charts

- Column Chart
- Pie Chart
- Line Chart
- Shortcut Of Chart

MODULE-2 (Advance Excel)

8.INDEX & MATCH

- Using Index and Match to find LEFT column Values
- Using MATCH to make the column dynamic

9.OFFSET

- Using OFFSET to make reports dynamic
- Using OFFSET to make Name Range Dynamic
- Using OFFSET to make PIVOT Table dynamic

10. Name Manager

- 3 methods of Creating Range name
- Making Range Name Dynamic

11. Data Validation:-

- a) Custom Validation
- b) Multilevel Data Validation
- c) Input Message
- d) Error Alert

12. Data Cosolidation

- Data Consolidation
- 3D Formulas

What-If Analysis

- Scenario Manager
- Goal Seek
- Data Table

14. New Features of 2010

- Sparkline
- Slicer
- FLASH Fill

15. Panes Properties

- Freeze Panes & Unfreeze Panes
- Split Panes

Sorting

- Sorting
- Custom Sort
- Sort on Custom List
- Sort on Colour

17. Paste Special Features

18. Share & Protect Workbook and Worksheet

- Protection of whole sheet
- Protection of a range
- Protection of a cell
- Sharing a workbook
- Watching the Changes by Users
- Accepting or Rejecting the Changes

19. Data Analysis

- Correlation
- Histogram
- Pareto Analysis

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