

**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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