# (Advance Excel Syllabus)

**IECS**
COMPUTER EDUCATION & SKILL DEVELOPMENT
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## Course Overview

This Advance Excel Course Syllabus is designed for the intermediate Excel users who desires to learn more advance skills. Learn the Most Advance Formula, Functions, Chart and type of Financial analysis to be and Excel power User.

**Duration:** 1 Months

## Course Content

### Excel Introduction

- An Overview of the Screen, Navigation and Basic Spreadsheet Concept
- Various Selection Techniques
- Data Entry
    - Creating
    - Editing
    - Saving
    - Page Settings
- Basic Calculation and Basic Formulas
- Customizing Common options in Excel
- Absolute and Relative Cells
- Protecting and Un-Protecting worksheets and cells
- Shortcut Keys

### Advance-Excel 2016/2019

- Working with Functions & Formulas
    - Basic Functions
    - Lookup Functions
    - Logical If Functions
    - Financial Functions
    - Statistical Functions
    - Maths & Trig. Functions
    - Text Functions & Many More
- Modifying worksheets with color
- Conditional Formatting and IF Conditions & Charts.
- Pivot Table, Sort & Filter, Data Tools, Subtotal and What if Analysis
- Cell References Formulas, Audit Formula, Define Name, Protect Workbook & Worksheet.
- Record Macro Freeze Panes.
- Text Function, Statistical Function, Math & Trig Functions
- Date & Time and Logical Functions, Financial Functions
- Advance Date & Time Functions with Logical Functions
- Advance of Pivot Table, Pivot Charts,
- Lookup Functions (With Hlookup & Vlookup)
- Lookup Functions with IF Error.
- Advance Filter with Wild Card Character, Macros, Page Setup and Printing.
- Advance Conditional Formatting, Paste Special & Advance Number
- Advance Tools – Solver, Advance Subtotal etc.
- Advance Marcos.
- Advance Logical Functions and Lookup Functions & etc.

- Auto Formats
- Charts & Graphs
- Pivot Table & Pivot Chart
- Data Forms
- Analysing Data
- Data
  - Subtotal
  - Sorting Data
  - Filtering Data
  - Data Validation
  - Goal Seek
- Formatting worksheets
- Conditional formatting
- Macros
- Securing & Protecting Spreadsheets
- Proofing and Printing