## **Contents of Advanced Excel Training**

#### **Advanced Formulas**

SUMIFS, SUMPRODUCT, INDEX, MATCH, LOOKUP formulas (IFELSE, VLOOKUP, HLOOKUP). Apart from knowing the formulas, advanced Excel users know how to debug them, audit them and how to use which formula for which occasion (and they also know few alternatives for any given formula problem).

### **Tables & Formatting**

Advanced Excel users know how to structure & present their data so that it looks impressive. Good understanding of Excel features like tables, cell styles, formatting options is necessary to make awesome Excel workbooks.

#### **Advanced Charting**

Selecting Right Chart Combination Charts In-cell charts Dynamic Charts Sparklines

### Pivot tables & Pivot Reporting

Introduction Pivot table tips Report Filters Slicers More

#### **Basic Macro**

- Macro recording
- First basic macro
- Recording with "use relative cell reference" and without

### **Using Analytical Options**

- Using Goal Seek and Solver
- Working with the Analysis Toolpak
- Working with scenarios to analyze data and equations
- Working with view options

# Advanced Charting, Tables, Databases, and Lists

- Working with data forms
- Creating data tables
- How to create and manage Pivot Charts and Tables

# Working With Time In Excel

Calculations Using Time
Useful Time And Date Functions
Rounding Decimal Places
MOD And INT Functions And Uses
Generate And Use A Random Number