

ON-DEMAND TRAINING FOR PROFESSIONALS



ADVANCED

MS EXCEL

After training 10,000+ professionals and reaching out to more than 50 countries, these are the defined components which would assure you to become an expert in Excel.



2 DAY INSTRUCTOR LED TRAINING

Intensive live online classes by an experienced excel certified instructor.



VIDEOS ON BASIC EXCEL CONCEPTS

Basic excel concepts such as operators, data formatting, indexing, usage, match and vlookup, are available as recorded videos.



HANDS ON EXERCISES THROUGHOUT TRAINING

Exercises are included throughout the training program.



MULTIPLE TRAINING COMPONENTS

Go online 24/7 and use our training materials such as recorded videos for 1 Year from anywhere.

10,000+
PROFESSIONALS
TRAINED

25,000+
HOURS OF CLASSES
DELIVERED

500+ EMPANELLED
INSTRUCTORS
AVAILABLE

COURSE AGENDA

INTERESTING FEATURES OF MICROSOFT EXCEL

- Exploring Volatile functions and other lesser known functions
- Protecting data and implementing restricted access
- Formula Auditing and Tracking Changes
- Data Import and Export utilities
- Comparing Excel files – a case study

DATA FORMATTING AND STYLES

- Converting text to columns
- Using Flash Fill, Quick Analysis and chart recommendations
- Exploring Accessibility tools
- Conditional Data Formatting
- Interactive approach to Conditional formats
- Exercise – Conditional Formatting

DATA VISUALIZATION CONCEPTS (CHARTS AND GRAPHS)

- Understanding Data Visualization concepts and principles
- Creating effective charts — using thought starter
- Exploring new components of Charts in MS Excel
- Exercise - Creating Dual Series Chart (implementing Pareto Analysis)

SLICING AND DICING OF DATA - SOME POWERFUL TECHNIQUES (ADV. CHARTS & DASHBOARDS)

- Creating Pivot Tables using complex datasets
- Generating Pivot Charts Instantly
- Implementing Slicers to build Interactive dashboards
- Beautifying reports / tables using Sparklines

ADVANCED DATA VALIDATION AND ANALYSIS

- Exploring Data Validation techniques and controlling inputs
- Creating dynamic lists using data validation and Name Ranges
- What-If-Analysis tools - Goal Seek, Data Table, Scenario Manager

EXPLORING IDE OF MS EXCEL AS AN AUTOMATION TOOL

- Introduction and classification of Macros
- Overview VBA IDE - components and features
- VBA Modules - Coding simple Sub Procedures in VBA
- Working with Objects (Properties, Events & Methods)
- Application, Workbook, Worksheet & Range Objects

AUTOMATION USING EXCEL MACROS AND VBA

- Recording simple Macros
- Introduction to Error Handling
- Editing Recorded Macros
- Debugging Program Code

EXPLORING POWER TOOLS OF EXCEL (POWER PIVOT & POWER VIEW)

- Steps involved in designing and managing data models
- Introduction to Power Pivot tool to create instant Data Models and link tables
- Define entity relationships and check cardinality
- Develop Interactive Dashboards using Power Views
- Using Timelines and Tab views for Dashboards

COURSE AGENDA

TESTIMONIALS

“ I have a basic knowledge prior to this course. After taking this course, I have an excellent understanding on every part of excel. This is now helping to make my work easier and faster. ”

“ With a limited knowledge on excel, I have opted this course and now, I am able to do every operation in excel with ease. The things I have learned are now helping me to work on huge excel data. ”

“ Very informative course and beneficial if you want to learn advanced concepts in excel. Exercises provided during the training helped me to revise the concepts learned during the class ”

“ A clear and efficient instructor. Instructed with relevant examples and covered all topics with sufficient depth. I would definitely recommend this course to all my colleagues ”