

INSTITUTE FOR MIS & ANALYTICS

- **Working with Advance Functions**

- Using Lookup Functions like Lookup, Match, Index, with complex scenarios
- Using Financial Functions like FV, PV, PMT, PPMT & IPMT
- Using Date & Time functions like Today, Now, Day, Month, Year, Workdays & Networkdays
- Using Statistical Functions like Countifs, Sumifs, Averageifs, Median and Mode
- Using Logical Functions like And, Or and Not

- **Working with Range and Naming Convention**

- Applying a Name to a cell and range of cells
- Modifying, Deleting Range Names & Automatically creating Names on the basis of Headings

- **Handling Data**

- Linking Data through different sources via Hyperlinks
- Importing Data from External Sources like Text Files, CSV Files, etc
- Representing Data in better structure using Tables
- Removing Duplicate records from the Database
- Applying multiple functions and Analysing data using Subtotals
- Designing & Protecting customized forms for data entry using Validations and Protection
- Grouping and Ungrouping the Data
- Consolidating the data from different workbooks to single workbook via Data Consolidation

- **Performing What if Analysis Tools**

- Calculating Input Value on the basis of Output Value using Goal Seek
- Analysing the Data with multiple Scenarios using Scenarios Manager

- **Automation and Improvement of Tasks**

- Improving the tasks through Keyboard Shortcuts
- Automation of the tasks by Recording Macros
- Learning about Macro Security
- Saving workbooks with Macro Compatible Form