

INSTITUTE FOR MIS & ANALYTICS

Ms Excel Course Content's

- **Working with Formulas, Functions and Referencing**
 - Using Text Functions like Len, Concatenate, Upper, Lower, Proper & Trim.
 - Using Logical Functions like If and Multiple Ifs, ABS, Edate
 - Using Mathematical Functions like Sum, Abs, Rand, Ran between and Round Roundup, Round down, Text Function, Sheet Protect, Move, Sum Product
 - Using Statistical Functions such as Count, Counta, Count blank, Countif, Sumif, Average, Min, Max, Small and Large, Auto Sum, Search, Find, Transpose
 - Using Lookup Functions such as Vlookup and Hlookup, Freeze
 - Freezing a cell address in a formula by placing \$ sign (Absolute Referencing)
 - Linking multiple sheets and workbooks in formula (3D Referencing)

- **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, AutoSum, Past Special, Format Cell, Substitute, Group, Ungroup
 - Using Statistical Functions like Countifs, Sumifs, Averageifs, Median and Mode
 - Using Logical Functions like And, Or and Not, etc)

- **Working with Data**
 - Creating and Modifying Custom Lists
 - Separating the data using Text to Columns
 - Arranging the data using Sort- Alphabetical Order, Customized Order, Left to right etc
 - Extracting the data using Filters & Advance Filters(Number Filters, Text Filters, Date & Time Filters, Unique Records, Duplicate records, Colour Filtering, etc)

- **Managing and Formatting Workbooks and Worksheets**
 - Inserting, Deleting, Renaming, Copying and Moving the data between the sheets
 - Freezing the Top Row or the First Column
 - Managing useful Page setup options
 - Formatting Cells, Rows, Columns and Conditional Formatting on the basis of Values, Duplicate records, Data bars, etc

- **Pivot Tables & Pivot Charts**
 - Analysing data using Pivot Tables
 - Advance Pivot Table Options and Creating Groups in Pivot Table
 - Inserting Calculated Fields in Pivot Tables

- **Representing Data in Graphical Form**
 - Defining Major Chart Types and Plotting them on 2 axis
 - Formatting Charts, Adding Chart Titles, Changing their Location, Linking them with Word and PowerPoint and Printing Charts

- **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

- **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