

Core & Advance Excel

- Introduction to Excel
- Basic Understanding Menu and Toolbar
- Introduction to different category of functions like Basics, Mathematical and Statistical, Text and Information, Date and Time, Logical, Lookup and References.

➤ **Mathematical Functions:-**

SUM | SUMIF | SUMIFS | COUNT | COUNTA | COUNTBLANK | COUNTIF | COUNTIFS | AVERAGE | AVERAGEA | AVERAGEIF | AVERAGEIFS | SUBTOTAL | AGGREGATE | RAND | RANDBETWEEN | ROUNDUP | ROUNDDOWN | ROUND | SUMPRODUCT | MOD | SQRT | POWER | FACT | CONVERT | ROMAN

➤ **Text Functions:-**

CHAR | CLEAN | CODE | CONCATENATE | FIND | SEARCH | SUBSTITUTE | REPLACE | LEN | RIGHT | LEFT | MID | LOWER | UPPER | PROPER | TEXT | TRIM | VALUE

➤ **Date & Time Function:-**

DATE | DAY | MONTH | YEAR | EDATE | EOMONTH | NETWORKDAYS |
WORKDAY | WEEKNUM | WEEKDAY | HOUR | MINUTE | SECOND |
NOW | TODAY | TIME

➤ **Logical Functions**

AND | OR | IF | IFERROR | NOT | NESTED IF

➤ **Lookup & Reference Functions:-**

VLOOKUP | DOUBLE VLOOKUP | HLOOKUP | INDEX | MATCH | OFFSET
| INDIRECT | ADDRESS | COLUMN | COLUMNS | ROW | ROWS |
CHOOSE | ARRAYS | CONCEPT IN LOOKUP FORMULA'S

➤ **Other Functions:-**

PMT | FV | ISNA | ISBLANK | ISERR | ISEVEN | ISODD | ISLOGICAL |
ISTEXT | MAX | MIN AND MANY OTHER FUNCTION..

- Data Collection Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality
- Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables

- Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart
- Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table, Two-Variable Data Table
- Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.
- Pivot Table and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display
- Report Development-(Live Project)