

ADVANCE MS-EXCEL TRAINING SCHEDULE

Duration 60 Hrs		Course Fees 2900
Home Tab	1 Hrs	Introduction of MS Excel & Limits Cut, Copy, Paste, Format Painter
	3 Hrs	Formatting: Fonts Formatting, Alignment Formatting, Number Formatting
	2Hrs	Row, Column, Sheet and Cell: Insert, Delete, Visibility, Rename, Auto fit, Tab Color, Protection.
	1 Hrs	Functions: Sum, Count, Average, Max, Min
	2 Hrs	Fill & Clear, Sort & Filter, Custom Sort
	1 Hrs	Paste Special:- Value, Format, Validation, Column Width, Comments, Transpose
	1 Hrs	Conditional Formatting
Insert Tab	2 Hrs	Picture, Clip Art, Shapes, Smart Art, Text Box, Header & Footer, Word Art, Object & Symbol
	1 Hrs	Chart Design:- Column Chart, Line Chart, Bar Chart, Pie Chart, Area Chart, Scatter Chart
	3Hrs	Hyper Link, Pivot Table & Pivot Chart
Page Layout	1Hrs	Page Layout Setting
Formula	1 Hrs	Name Manager, Formula Auditing, Watch Window
	25-30Hrs	MATH AND TRIGONOMETRY FUNCTIONS ABS, CEILING, FLOOR, COMBIN, EVEN, ODD, FACT, FACTDOUBLE, RADIANS, DEGREES, GCD, LCM, ROMAN, ROUND, ROUNDDOWN, ROUNDUP, MROUND, RAND, RANDBETWEEN, PI, SQRT, SQRTPI, POWER, PRODUCT, SUMPRODUCT, QUOTIENT, MOD, SIGN, SUM, SUMIF, SUMIFS, SUMSQ, SUBTOTAL, INT, TRUNC, MMULT, EXP, LN, LOG, LOG10, MULTINOMIAL, SUMX2MY2, SUMX2PY2, SUMXMY2
		LOOKUP AND REFERENCE FUNCTIONS ADDRESS, AREAS, CHOOSE, VLOOKUP, HLOOKUP, LOOKUP, (array), LOOKUP, (vector), INDEX, OFFSET, MATCH, INDIRECT, TRANSPOSE, HYPERLINK, COLUMN, COLUMNS, ROW, ROWS
		LOGICAL FUNCTION IF, AND, OR, NOT, IFERROR, TRUE, FALSE
		STATISTICAL FUNCTIONS AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, CORREL, COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, FORECAST, FREQUENCY, GEOMEAN, HARMEAN, LARGE, MAX, MAXA, MEDIAN, MIN, MINA, PERCENTILE.EXC, PERCENTILE.INC, PERMUT, QUARTILE.EXC, QUARTILE.INC, RANK.AVG, RANK.EQ, SMALL, STDEV.P, STDEV.S, STDEVA, STDEVPA, TREND, VAR.P, VAR.S, VARA, VARPA
		FINANCIAL FUNCTION PMT, PPMT, IPMT, FV, FVSCHEDULE, PV, RATE, NPER, CUMIPMT, CUMPRINC, SLN, DB, DDB, VDB, SYD, IRR, XIRR, MIRR, NPV, XNPV, EFFECT, NOMINAL, ACCRINT, ACCRINTM, COUPDAYBS, COUPDAYS, COUPDAYSNC, COUPNCD, COUPNUM, COUPPCD, DISC, INTRATE, RECEIVED, TBILLEQ, TBILLPRICE, TBILLYIELD, YIELD, YIELDDISC, YIELDMAT, PRICE, PRICEDISC, PRICEMAT
		TEXT FUNCTION LOWER, UPPER, PROPER, LEN, FIND, SEARCH, LEFT, RIGHT, MID, CONCATENATE, REPLACE, SUBSTITUTE, TRIM, TEXT, VALUE, EXACT, FIXED, REPT, CODE, CHAR, CLEAN, DOLLAR, T
		DATE & TIME FUNCTION TODAY, DAY, MONTH, YEAR, DATE, EDATE, EOMONTH, WEEKNUM, WEEKDAY, NETWORKDAYS, WORKDAY, DAYS360, YEARFRAC, DATEVALUE, NOW, HOUR, MINUTE, SECOND, TIME, TIMEVALUE, DATEDIF
Data Menu	1 Hrs	Advance Filter
	1 Hrs	Text to Columns, Remove Duplicates
	1 Hrs	Data Validation
	2 Hrs	Consolidation of Data, Subtotal, Group, Ungroup
	1 Hrs	What-If Analysis – Scenario, Goal Seek, Data Table
	1 Hrs	Advance Data Validation
	1 Hrs	Advance Conditional Formatting
View Tab	1 Hrs	Freeze Pane, Arrange All, Save Workspace
	1 Hrs	Macros Recording and VBA Editing