



## ADVANCE EXCEL

### ➤ **ADVANCED EXCEL FUNCTIONS**

- Various Methods and User of Advance Excel Formulas
- VLOOKUP, HLOOKUP
- COUNTIF, COUNTIFS, IF
- IFERROR, ISERROR, ISNA, ISNUMBER, ISNONTEXT, ISBLANK, ISTEXT
- GETPIVOTDATA
- DCOUNT, DCOUNTA, OR, AND, SEARCH, INDEX, MATCH ETC...

### ➤ **Various Methods and User of IF condition**

- When should use the "IF" condition?
- Creation of Multiple IF conditions in One cell
- Use the IF conditions with the other Advance Functions
- How to use nested IF statements in Excel with AND, OR Functions

### ➤ **ADVANCED EXCEL OPTIONS**

- Various Method of Filter and Advance Filter options
- Creating and Updating Subtotals

- Various Methods of Text to column options
- User of Data Grouping and Consolidation options
- User of Goal seek and Scenarios Manger
- Various Methods of Sorting Data
- Creating, Formatting, and Modifying Chart
- Data Validation, Creating drop down lists using different data sources
- Linking Workbooks and User of Edit Link options
- Formula Auditing feature and Trace formula error

### ➤ **Pivot Tables & Charts**

- Various Methods and Options of Pivot Table
- Using the Pivot Table Wizard
- Changing the Pivot Table Layout
- Subtotal and Grand total Options
- Formatting
- Grouping Items
- Inserting Calculated Fields
- Pivot Table Options



- Calculation in Pivot Table
- Display and Hide Data in Field
- Select, Move & Clear Pivot Data
- Creating and Modifying Pivot Charts

➤ **Advance Use of Function**

- Mixing Function to get Various MIS Outputs
- Creating Data Table
- Advance Data Validation
- Using conditional formatting with Formulas and Function
- Using Name Manager
- Array Formulas

➤ **Importing Data from External Sources**

- What is a Macro?
- Creating Excel Macro
- Running Macros and Editing
- Automating Tasks with Mac



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