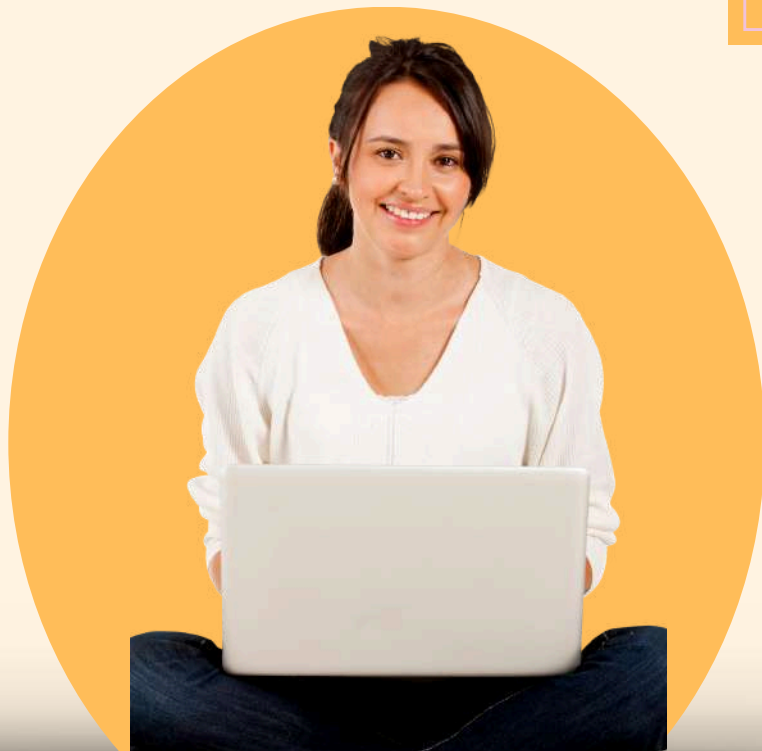# Certification in

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ADVANCED EXCEL

Concept

Advanced Formulas & Functions

Data Validation & Analysis

PivotTables & PivotCharts

Lookup Function

Dashboard Creation

Data Visualisation

Syllabus

- Introduction to Advence excel, tools, and keyboard Shortcuts, Quick access tricks, Acces excel using keyboard only.
- Basic Formulas, SUM Products
- Flash fill, Formatting, Advance Conditional formatting

- Sorting, Advance Filter, Consolidate of sheets data, Formula Auditing, Track change.
- IF((Nested IF, NOT, OR, TRUE, FALSE, IFERROR, IFNA, IFBLANK) functions, Offset, Indirect.
- Data table, Data form, Solver,Scenario, Goal seek.
- Financial Formulas: PMT, IPMT, PPMT, PV, FV, NPER, RATE, Depreciation Function.

- Create Charts in details with use of all Funtions relate to charts, insert, Edit & Delete comment.
- Vlookup(With Multiple Variation) , Hlookup , Index & Match , Xlookup.
- Data validation and Advance Application,Protect and Unprotect sheet.
- Additional Functions - DSUM, DCOUNT,DAVG.Google Sheet Information.

- Pivote Tables , Power Pivot with key performance indicators, creating dashboards.
- Introduction to Macros and VBA.
- Record Macros, Run & Insert Button, Basic coding in VBA, Advance uses of Macros.