

Course Content of Advance Ms Excel

Advanced Level:

- Introduction to Excel Advanced
- Using Text to Columns
- The Paste Special Function
- Data Validation
- Subtotals and Grouping
- Consolidating Data
- Scenario Analysis
- Data Tables in Scenario Analysis
- What-if Analysis
- Mats and Trig Functions
- Text Functions in Excel
- Using Lookup Functions
- Vlookups
- HLookups
- Using Statistical Functions
- Databse Functions
- Formaula Auditing and Error Tracing
- Hyperlinks in Excel

- Linking Data
- Understanding Pivot Tables
- Using Pivot Charts
- Workbook Properties
- Protecting and Sharing Worksheets
- Data Encrypting and Finalising Workbooks
- Understanding to Macros
- Custom Number Formats in Excel
- Using Custom Lists
- Working with Templates
- Tracking Changes in Excel
- Merging and Compare Excel Workbooks
- Final Assessment
- Microsoft Excel Software