Adv MS Excel - level -2

MS excel for business series

Formulas Mix and Match (Assignment)

- Compare Lists, Get Unique List
- Get the Closest Match
- Get Last Value in the List
- Find Last Occurrence of an Item in a List
- 2 Way and 3 Way Lookup using Index/Match
- Count the Number of Words
- Extract Username from Email Id
- Find the First Monday of the Month
- Extract Data using Drop Down List

Excel Pivot Table

- Introduction to Pivot Tables
- Creating a Pivot Table in Excel
- Formatting the Pivot Table
- Grouping data in an Excel Pivot table
- Calculated Field/Items in Pivot Table
- Pivot Table Slicers
- Pivot Charts

DATA ANALYSIS-Named Ranges in Excel

- Creating Named Ranges
- Managing Named Ranges
- Important Keyboard Shortcuts
- Creating Dynamic Named Ranges using OFFSET and INDEX formulas

Data Validation in Excel

- Data Validation Criteria
- Input Message
- Customizing Error Messages
- Circle Invalid Entries

Advanced Data Validation Tricks

- (Create Dependent Validation
- Make Sub Headings in Validation
- Disguise Numbers as Text

Data Sorting and Filtering in Excel

- Data Sorting
- Multi-Levels of Sorting
- Data Filtering
- Advanced Filtering
- Filtering and Sorting in Excel Data Tables

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Using Conditional Formatting in Excel

- Introduction to Conditional Formatting
- Using Formula in Conditional Formatting
- Advanced Examples (Highlight Every Nth Row, Creating Dynamic Search)

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