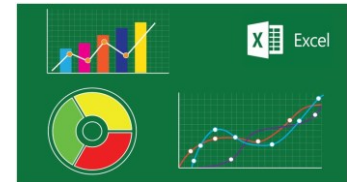


Redefine Excel Skills

ADVANCED-EXCEL

Training Versions 2007/10/13/16/19

- ✓ Introduction To MS- Office
- ✓ Introduction To MS- EXCEL
- ✓ Uses Of Excel
- ✓ Roles on Excel
- ✓ Basics Of Excel Sheet
- ✓ Types of excel cell address
 - Relative | Absolute | Mixed
- ✓ Views Of Excel Sheet
- ✓ Excel time saving smart features
- ✓ One key for multiple usage technics
- ✓ Explaining the named range functionality
- ✓ Functions In Excel(464)
 1. Date & Time
 2. Text
 3. Information
 4. Logical
 5. Mathematical & Engineering
 6. Statistical & Aggregation
 7. Financial
 8. Lookups & Database



Excel projects

1. Sales Analysis
2. Budget Analysis
3. Survey Data Analysis
4. Template Creation

Standard Excel Ribbon Tools

- 📁 File Menu
- 📁 Home Ribbon
- 📁 Insert Ribbon
- 📁 Design Ribbon
- 📁 Page Layout Ribbon
- 📁 Formulas Ribbon
- 📁 Data Ribbon
- 📁 Review Ribbon
- 📁 View Ribbon

MS Office Versions

95|97|XP|2000|2003|2007|2010|2013|2016|2019|Office 365

Platform & Supporting offices

Windows → MS office

Linux → Libre office

Now 2016/2019 Compatible → Windows +Linux

Windows +Linux

Open office/Kingsoft/Apache OpenOffice/ Only office

Mobile → QO, P, WPS, Smart Office, Office Suite, Google Docs...

Excel (PDF) (Pre-defined functions)	List of functions
DATE & TIME	TODAY NOW EDATE EOMONTH DATEDIFF TEXT NETWORKDAYS WORKDAY DATE TIME DATEVALUE DAYS360 TIMEVALUE HOUR MINUTE SECOND NETWOTKDAY.INTL WORKDAY.INTL
STRING	LEFT RIGHT MID UPPER LOWER PROPER SEARCH FIND SUBSTITU TE TRIM REPLACE T VALUE CHAR CODE CONCATENATE DOLLAR EXACT REPT
LOGICAL	IF NEDTED IF IFERROR OR AND NOT IF OR IF AND IF NOT TRUE FASLE
INFORMATION	N CELL ISTEXT ISFORMULA ISNUMBER ISLOGICAL ISBLANK ISERR OR ISERR ISODD ISEVEN SHEET SHEETS NA ISREF
MATH & ENGINEERING	ABS CEILING FLOOR EVEN ODD ROUND ROUNDUP ROUNDDOW N TRUNC RANDBETWEEN POWER SQRT PRODUCT SUM SUMPRODUCT SUBTOTAL SUMIF SUMIFS PI MOD SIN COS
STATS & AGGREGATION	AVG AVGIF AVGIFS COUNT COUNTA COUNTBLANK COUNTIF CO UNTIFS MIN SMALL MAX LARGE FORECAST MODE RANK FREQUENCY AGGREGATE STDEV
LOOKUPS	LOOKUP VLOOKUP HLOOKUP ROW ROWS COLUMN COLUMNS MATCH INDEX CHOOSE ADDRESS OFFSET INDIRECT TRANSPOSE
DATABASE	DCOUNT DSUM DCOUNTA DAVG DMAX DMIN DPRODCUT
FINANCIAL	PV PMT PPMT DB FV NPV RATE VBD ACCRINT IPMT SLN SYD

Menu	Content	Options
File	Info, save, save as, print, export, account, Options.	Working with new features
HOME	○ Format painter ○ Copy & paste special techniques ○ Font Setting ○ Alignment settings ○ Number formatting ○ Wrap text & Merging ○ Sheet formatting features ○ Conditional Formatting ○ Custom Conditional Formatting ○ Data Clearing Styles ○ Table Creation ○ Cell Styles ○ Fill Series	Single-click Double Click As values Format Transpose Paste as a link Paste as a picture Paste as linked picture Athematic (add, mul, sub..) Name color size underline styles effects. Number text orientation font border, filling styles protection ○ Different Number formats ○ Merge & center Merge across ○ Hide & Unhide rows columns sheets ○ Width & height rows columns ○ Auto fitting ○ Moving sheets ○ Delete rows columns sheets ○ Renaming sheets ○ Tab coloring Conditional formatting is a feature of Excel which allows you to apply a format to a cell or a range of cells based on certain criteria. Custom Conditional formatting is a feature of Excel which allows you to apply a format to a cell or a range of cells based on business certain criteria. With help of excel formulas. Clear All Formats Contents Comments Hyperlink ○ Convert Range to table ○ Convert table to range ○ Working with Calculated columns. Apply different cell styles To fill the common series. Date day week month year Numbers.

INSERT	○ Pivot table & charts Data Visualize & Analysis	○ Create pivot table & charts ○ Working with slicers ○ Date slicers ○ Update & refresh ○ Slicer synchronized ○ Calculated columns ○ Data filtering with category wise ○ Data grouping(Date,String,Numerical) ○ Change data source ○ Relationships ○ Report layouts	
	○ illustration	○ Working with shapes ○ Insert picture's ○ Smart arts ○ Screen shots	
	○ Charts	○ 2D & 3D(column pie bar Line Area) ○ Bobble ○ Doughnut ○ Scatter ○ Radar ○ stock ○ Combo charts	
	○ Spark lines	A Sparklines is a tiny chart in a worksheet cell that provides a visual representation of data. Line Column Win-Loss	
	○ Hyper Link and Object	Create hyper link Insert object Link between sheets Hyperlink with named range	
	○ Header & footer	Setting the header &footer	
	○ Word art	To create beautiful Labels &Headings.	
	○ Symbol	Insert symbols	
	PAGE LAYOUT	○ Page settings	Page Orientation Size Margins Print Area Background Print Titles Object Selection Panel
FORMULAS	○ Formulas	Excel functions Tracing Show formulas Formula evaluate Watch window Calculation mode Manual automatic	

DATA

○ Working with DATA

- How Connect With External Data Base
- How To Update Automatically Database
- Data mining with Microsoft query
- Filter And Adv Filters
- Custom Filters by using wild characters
- Sorting
- Text To Columns
- Remove Duplications
- Flash fill
- Data Validation
 - Pre-Defined | Custom Validations
- Working With More Sheets(Consolidation)
- What -If-Analysis
 - Goal Seek|Scenario Manager|Data Table
- Group ,Ungroup & Sub Total

Review |View

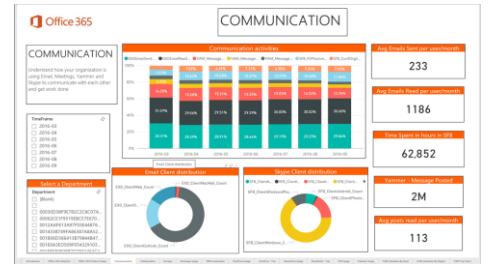
○ Sheet views

- Security To The Book, Sheet& Cells
- Spelling & Comments
- Thesaurus
- Sharing The Book To Others
- Zooming
- Track Changes
- Spellings & thesaurus
- Freezing
- sheets comparison
- Macro Recording& Basic Editing Tips



for MIS Professional:

- Office Button New Features
- **Camera Functionality**
- Introduction to **office viewers**
- Introduction of the **online reporting tools**
 - **Zoho**
 - **Ducksboards**
 - **Good Data**
- Working With **Excel Templates**
- Creating Excel Templates
- What is **Add-ins**,How To Add Pre Add-Ins To Excel
- **How To Add New Add-Ins To Excel (ASAP, Kutools,powerpivot&Pdf...)**
- Custom Number Formats
- **Use Wildcards in functions (Lookups, countif, sumif.....)**
- **Advanced case study on lookups(2D,3D,case-sensitive,2 columns,3 columns..)**
- **Picture Lookups**
- Swapping The Data and working with **Form**
- Converting Excel To Pdf, Pdf To Excel, Excel To Word.....
- **Dash Boards**
- **KPI**
 - **Stunning, Progress Circle Charts, Speedometer...**
 - **Conditional Formatting in Stylish Doughnut Chart**
- **Management Information System-[MIS]**
- **Google & Bing maps**
- Data Analysis & Basic Forecasting methods



Top 100 functions for Management Information System

- | | | | |
|---|---|---|---|
| <ul style="list-style-type: none"> • TODAY • NOW • DATE • DAY • MONTH • YEAR • TIME • EDATE • EOMONTH • DATEDIF • TEXT • HOUR • MINUTE • SECOND • TIMEVALUE • WORKDAY • WORKDAY.INTL • NETWORKDAYS • NETWORKDAYS.INTL • YEARFRAC • LEFT • RIGHT • MID • UPPER • LOWER • PROPER • SUBSTITUTE • REPLACE | <ul style="list-style-type: none"> • CONCATENATE • EXACT • DOLLAR • NUMBERTOVALUE • TRIM • CLEAN • COUNT • COUNTA • COUNTIF • COUNTIFS • SUM • SUMIF • SUMIFS • SUMPRODUCT • AVG • AVGIF • AVGIFS • MAX • LARGE • MIN • SMALL • LOOKUP • VLOOKUP • HLOOKUP • MATCH • INDEX • INDIRECT • ROW • COLUMN | <ul style="list-style-type: none"> • OFFSET • AGGREGATE • INT • FLOOR • CEILING • ROUND • T • TRUNC • VALUE • IF • AND • OR • NOT • IF OR • IF AND • IF NOT • IFERROR • ISNUMBER • ISTEXT • ISERROR • ISFORMULA • ISEVEN • ISODD • ISBLANK • PI • SUM • PRODUCT • SQRT • POWER | <ul style="list-style-type: none"> • SLOPE • FREQUENCY • FORECAST • TREND • SUBTOTAL • DSUM • DAVG • DMAX • DMIN • DCOUNT |
|---|---|---|---|

NESTED FUNCTIONS

