

PREPARATIONINFO

ADVANCED EXCEL TRAINING

The screenshot shows a Zoom meeting window with a Google Chrome browser displaying an Excel spreadsheet. The spreadsheet contains a multiplication table from 1 to 10. The formula bar shows the formula $=G4 * \$A10$. The Zoom interface includes a top bar with the meeting name 'Sajjad Haider Syed', a toolbar with various icons, and a bottom bar with controls like 'Record...', 'React', 'Mic', 'Camera', 'Share', 'Control', 'Tools', 'Leave', and 'Pop out'. The Windows taskbar is visible at the bottom of the screen.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|----|----|----|----|----|----|---------------|----|----|-----|---|---|---|---|
| 4 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| 5 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| 6 | 2 | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | | | | |
| 7 | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 | | | | |
| 8 | 4 | 8 | 12 | 16 | 20 | 24 | 28 | 32 | 36 | 40 | | | | |
| 9 | 5 | 10 | 15 | 20 | 25 | 30 | | | 45 | 50 | | | | |
| 10 | 6 | 12 | 18 | 24 | 30 | 36 | $=G4 * \$A10$ | | 54 | 60 | | | | |
| 11 | 7 | 14 | 21 | 28 | 35 | 42 | 49 | 56 | 63 | 70 | | | | |
| 12 | 8 | 16 | 24 | 32 | 40 | 48 | 56 | 64 | 72 | 80 | | | | |
| 13 | 9 | 18 | 27 | 36 | 45 | 54 | 63 | 72 | 81 | 90 | | | | |
| 14 | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 | | | | |
| 15 | | | | | | | | | | | | | | |

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ADVANCED EXCEL **TRAINING BY** **PREPARATIONINFO**

Instructor-led Live Online Training by

Hands-on training from the comfort of your home or office.

Program Curriculum

Module 1: Advanced Formulas and Functions

- Understanding and using array formulas
- Working with logical functions (IF, AND, OR, NOT)
- Utilizing lookup and reference functions (VLOOKUP, HLOOKUP, INDEX, MATCH)
- Mastering date and time functions (DATE, DATEVALUE, DAY, MONTH, YEAR, TODAY)
- Exploring text functions (LEFT, RIGHT, MID, CONCATENATE, TEXT)

Module 2: Data Analysis Techniques

- Introduction to PivotTables and PivotCharts
- Creating PivotTables from different data sources
- Customizing PivotTables: grouping, sorting, filtering, and summarizing data
- Analyzing data with slicers and timelines
- Building PivotCharts and dashboards for visual data analysis

Module 3: Data Cleansing and Transformation

- Importing data from external sources (text files, databases, web)
- Cleaning and organizing data: removing duplicates, splitting cells, and formatting
- Using Text-to-Columns and Flash Fill for data transformation
- Understanding Power Query for data shaping and cleaning
- Combining data from multiple sources with Power Query

Module 4: Advanced Data Visualization

- Enhancing data visualization with Conditional Formatting
- Creating dynamic charts and graphs
- Implementing advanced charting techniques (sparklines, combo charts, trendlines)
- Visualizing trends and patterns with PivotCharts
- Utilizing slicers and timelines for interactive dashboards

Module 5: Macros and Automation

- Introduction to Excel macros and VBA (Visual Basic for Applications)
- Recording and editing macros
- Running macros with buttons and keyboard shortcuts
- Automating repetitive tasks with VBA
- Creating user-defined functions (UDFs) for custom calculations

Module 6: Advanced Data Analysis Tools

- Performing scenario analysis and goal seeking
- Building sensitivity analysis with Data Tables
- Introduction to Solver for optimization problems
- Analyzing large datasets with Excel's data analysis tools
- Implementing financial and statistical functions for advanced analysis

Module 7: Collaborative Features and Sharing Workbooks

- Collaborating on workbooks using Excel Online and SharePoint
- Tracking changes and managing comments
- Protecting worksheets and workbooks with passwords and permissions
- Sharing workbooks via email and OneDrive

- Consolidating data from multiple users with shared workbooks

Module 8: Advanced Excel Tips and Tricks

- Speeding up Excel with keyboard shortcuts and efficiency tricks
- Mastering Excel's hidden features and functions
- Troubleshooting common Excel issues and errors
- Customizing Excel settings for optimal performance
- Tips for efficient data entry, formatting, and navigation

About PreparationInfo

We are world best global leading training certification provider. We provide blended mode of training where any student can have option to get benefit from live instructor training as well as self-study package which can be used to enhance their skills at their comfortable pace and place. Based in New York, we have our local presence in across the globe in more than 140+ countries.

We have helped over 20,000+ students/professionals across 140+ countries get trained, acquire certifications, and upskill their employees. Our training courses are prepared and updated by more than 500+ industries experts. Our blended learning approach combines online self-study package, instructor-led live virtual classroom, and In-Person face to face classroom-based trainings.

Note- For any In-house requirement kindly can contact us, as we do deliver customized In-house training for the corporates.

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