

# Advanced Excel-2007-13



## BASICS

- ▶ Introduction
- ▶ Basic Calculations
- ▶ Microsoft Office Button
- ▶ Using worksheets effectively
- ▶ Formatting text and numbers
- ▶ Saving Excel 2007 files
- ▶ Inbuilt Functions
- ▶ Sort Function
- ▶ More on sort data
- ▶ Formatting data as tables
- ▶ Absolute and relative cell reference
- ▶ Page layout and print preview
- ▶ Printing: display gridlines
- ▶ Conditional Formatting
- ▶ Charts
- ▶ Text to columns
- ▶ Autofilter

## INTERMEDIATE

- ▶ Library functions use
- ▶ How to avoid auto hyperlinks
- ▶ Fill data across worksheets
- ▶ How to use comments
- ▶ How to remove duplicates
- ▶ Template based workbook
- ▶ Themes and smartart diagrams
- ▶ 'IF' function
- ▶ Countif
- ▶ Nested IF functions
- ▶ Advanced filter
- ▶ Named ranges
- ▶ Subtotals
- ▶ Formatting in-cell graphs(conditional format)
- ▶ Data validation
- ▶ Custom Data Validation

## ADVANCED

- ▶ Pivot Tables
- ▶ Pivot charts
- ▶ Slicer Pivot tables with charts
- ▶ Drop Down Pictures
- ▶ User choice using with Vlookup/Hlookup
- ▶ Using sum with offset functions
- ▶ Absolute range calculations
- ▶ Goal Seek
- ▶ Get external data - text files
- ▶ Import data from databases
- ▶ Import data from an Excel file
- ▶ Array Formulas
- ▶ Calculations in Word
- ▶ Printing: Repeat specific rows
- ▶ Excel Help - Vlookup

## MISCELLANEOUS 1

- ▶ How to use comments
- ▶ Convert function
- ▶ Using 3-D references
- ▶ Consolidate data
- ▶ RANK function
- ▶ Named ranges use
- ▶ Advanced filter - unique records
- ▶ Highlighting duplicates
- ▶ Database functions
- ▶ Data Analysis and Vlookup
- ▶ Vlookup using lists
- ▶ Data Analysis and Hlookup
- ▶ Left Lookups: Overcome limitations of Vlookup (using index with match functions)
- ▶ nested functions
- ▶ Work with Excel data containing blank rows
- ▶ Highlight blank cells
- ▶ Compound interest calculations using user form
- ▶ Insert a watermark
- ▶ CHOOSE function
- ▶ SUBSTITUTE function

## MISCELLANEOUS 2

- ▶ Data Analysis and MATCH function
- ▶ Max, Match, Vlookup and LARGE functions
- ▶ Breakeven analysis using Goalseek
- ▶ How to avoid duplicate entries
- ▶ Data validation, Named Ranges, Indirect Function
- ▶ Trim,find , left, right. etc,, functions
- ▶ Text functions
- ▶ Link an Excel worksheet to Word
- ▶ Keyboard shortcuts
- ▶ Manage Inventory
- ▶ Accessing data from another workbook
- ▶ Sumif&S - multiple criteria
- ▶ Average if &S
- ▶ Countif&s
- ▶ "D"sum ,average,min,max,count
- ▶ Sum product
- ▶ Is error,Iferror
- ▶ Vlookup with iferror
- ▶ If,Istext with using Vlookup
- ▶ Integrated with vlookup,match
- ▶ Integrated with vlookup,columns
- ▶ Data entry only into specific cells
- ▶ MS-Access Table using MS-Excel data using the comments and conditional formatting
- ▶ Depreciation using the straight line method
- ▶ Consolidate data from Excel worksheets

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## MISCELLANEOUS 3

- ▶ Checkbox form control
- ▶ Dynamic ranges
- ▶ Datedif Function
- ▶ Sensitivity analysis with Scenarion Manager
- ▶ Export data from Outlook to Excel
- ▶ Track changes
- ▶ countif - multiple criteria
- ▶ Excel tips for beginners and advanced users
- ▶ What is macro | why macro will be right in Excel
- ▶ How to write a macro code

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