A. <u>Sessions Flexibility:</u>

Trainingz4u offers complete flexibility on sessions and can arrange sessions tailor made as per your requirements.

B. <u>Target Audience:</u>

Since in this course you learn about very advanced formulas and methods to enhance your day to day operations, this is designed for those who have significant excel usage in their day to day life and are planning to stop Non Value Adds and increase the output per hour. This course is designed for those who wish to utilize the knowledge to increase the efficiency and effectiveness in their output.

Recommended Duration : 8-12 Hours Depending upon Pre Assessment Test

C. Coverage:

1. **<u>Pre Assessment Test</u>**

2. **<u>Advanced Vloolup:-</u>**
    a. Handling Errors on Vlookup

3. **<u>Advanced Pivots:-</u>**

    a. Creating Pivot Tables Using Shortcuts
    b. Advanced PivotTable Functionality
    c. Inserting Slicers
    d. Multi-Select Option in Slicers
    e. PivotTable Enhancements
    f. Working with Pivot Tables
    g. Inserting Pivot Charts
    h. Advanced Features & Calculated Fields

4. **<u>Auditing:-</u>**
    a. Tracing Precedents
    b. Tracing Dependents
    c. Showing Formulas

5. **Data Validations:-**
   a. Data Validation & Using Drop Down Function
   b. Restricting Input Values of a Cell
   c. Using Data Validation
   d. Inserting Custom Error Texts

6. **Password Protection:-**
   a. Protecting Worksheets and Workbooks
   b. Password Protecting a Workbook
   c. Password Protecting a Worksheet
   d. Password Protecting Ranges in a Worksheet
   e. Marking a Workbook as Final
   f. Hiding Formulas

7. **Using Index & Match Function:-**

   a. Using Basic Index Function
   b. Using Basic Index & Match Together
   c. Using Index & Match as Advanced Vlookup

8. **Interactive Dashboards:-**

   a. Creating Interactive Dashboards
   b. Linking Dashboards to Basic Formuals
   c. Automating MIS
   d. Inserting Charts to Visual Treat
   e. Handholding From Creation To The "Treat" for Management

9. **Macros**
   a. Introduction to Macros
   b. Recording Macros
   c. Assigning Macros
   d. Running Macros

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