

A. Sessions Flexibility:

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

B. Target Audience:

Since in this course you learn about some advanced formulas and charts including advanced formatting, the target audience are those who have basic skills and are looking to enhance and upgrade themselves to higher levels of excel usage. Specially those who use excel in day to day basis and wish to increase the efficiency and reduce the time spent.

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

C. Coverage:

1. Pre Assessment Test

2. Advanced Formulas:-

- a. Using the IF Function
- b. Using the PMT Function
- c. Using the LOOKUP Function
- d. Using the CONCAT function
- e. Using the TRANSPOSE Function
- f. Using the PROPER, UPPER, and LOWER Functions
- g. Using the PROPER Function
- h. Using the LEFT, RIGHT, and MID Functions
- i. Using the LEFT and RIGHT Functions
- j. Using Date Functions
- k. Using the YEAR, MONTH, and DAY Functions
- l. Using the V-lookup Functions
- m. Learn Basic Pivots

3. Other Important Functions:-

- a. Sorting
- b. Advanced Sorting

- c. Filtering
- d. Advanced Filtering
- e. Removing Duplicates
- f. Converting Text to Columns

4. Working With Illustrations

- a. Inserting Pictures
- b. Inserting Clipart
- c. Adding Shapes
- d. Working with Icons

5. Graphical Representation:-

- a. Working with Charts
- b. Editing Charts
- c. Using Chart Tools
- d. Using Quick Analysis Tool
- e. Add Objects
- f. Format Objects
- g. Showing & Hiding Legends
- h. Showing & Hiding Chart Titles
- i. Adding Pictures to a Chart
- j. Formatting Charts

6. Conditional Formatting:-

- a. Using Conditional Formatting
- b. Applying Present Templates
- c. Applying Rules
- d. Identifying & Highlighting Duplicates
- e. Working With Conditional Formatting & Dates
- k. Work with commands.