

Advance Excel Syllabus

Q. What Roles are Available in Advance Excel?

A. Learn how to prepare **MIS Reports** in a better way by Applying **Advanced functions** of MS Excel .



Logical Function & Formula

- **Introduction of Excel (Basic)**
- Fill Series & Fill Handle
- Advance Number Formatting
- Advance Conditional Formatting
- Advance Sorting & Filtering (Subtotal)
- **IF Function**
Nested, IF, And, Or, Not, Else, True

- **Financial Functions**
PMT, PV, FV, PPMT, IPMT

- **Database Function**
Dsum, Dget, Dmax, Dproduct etc.

- **Date & Time Function**
- Information Function
- Lookup Function (V-lookup/H-lookup)
- Math & Trigonometry Function (Depreciation)
- Statistical Function
- Text Functions (ISNA & ISERROR, Nested)
- Array Formulas ***Rounding Function**

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- Concatenate function
- Pivot Tables (Pivot Chart)
- Consolidating Data (Importing/ Exporting)
- Quick Access Toolbar
- Custom Styles & Custom Views
- **Scenarios**
- **Page Setup**
- **Google Drive**
- * **Date & Time Function**
- * **Freeze Panes**
- * **Auditing**
- * **Goal Seek**
- * **Solver**
- * **Macro**
- * **File/Worksheet Protecting**

MIS Advanced Excel –

- **Objective:**
Provide basic understanding of excel, Make user familiar to Create formula and give Platform to make good analysis and introduce powerful tools of Advance Excel
So, that user can make Advance analysis with the help of those tools.
- **Topics Covered:**
 - Introduction, Basic Understanding, Sum, Count, Count Blank, Average, Max, Min, Large Min, Abs, Sum if, Count if, Lower, Upper, Trim, Len, Left, Right, Mid, Concatenate, Subtotal, And, or not, Day, Year, EOMonth, Edate, Net, Workday, Today, Weekday, Week number, Find, Search.
 - V-Lookup, H-lookup, Day and time Calculation, Numeric Calculation, IF Logical Condition, Dynamic Pivot, Dynamic Chart, Conditional Formatting, Dated if, What if Analysis,

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Match index, Offset Function, User Form, Function in excel, Data Validation, Advance Filter, Sorting, Group, & Ungroup, Date Split, Text Function (Date Separation), Substitute.