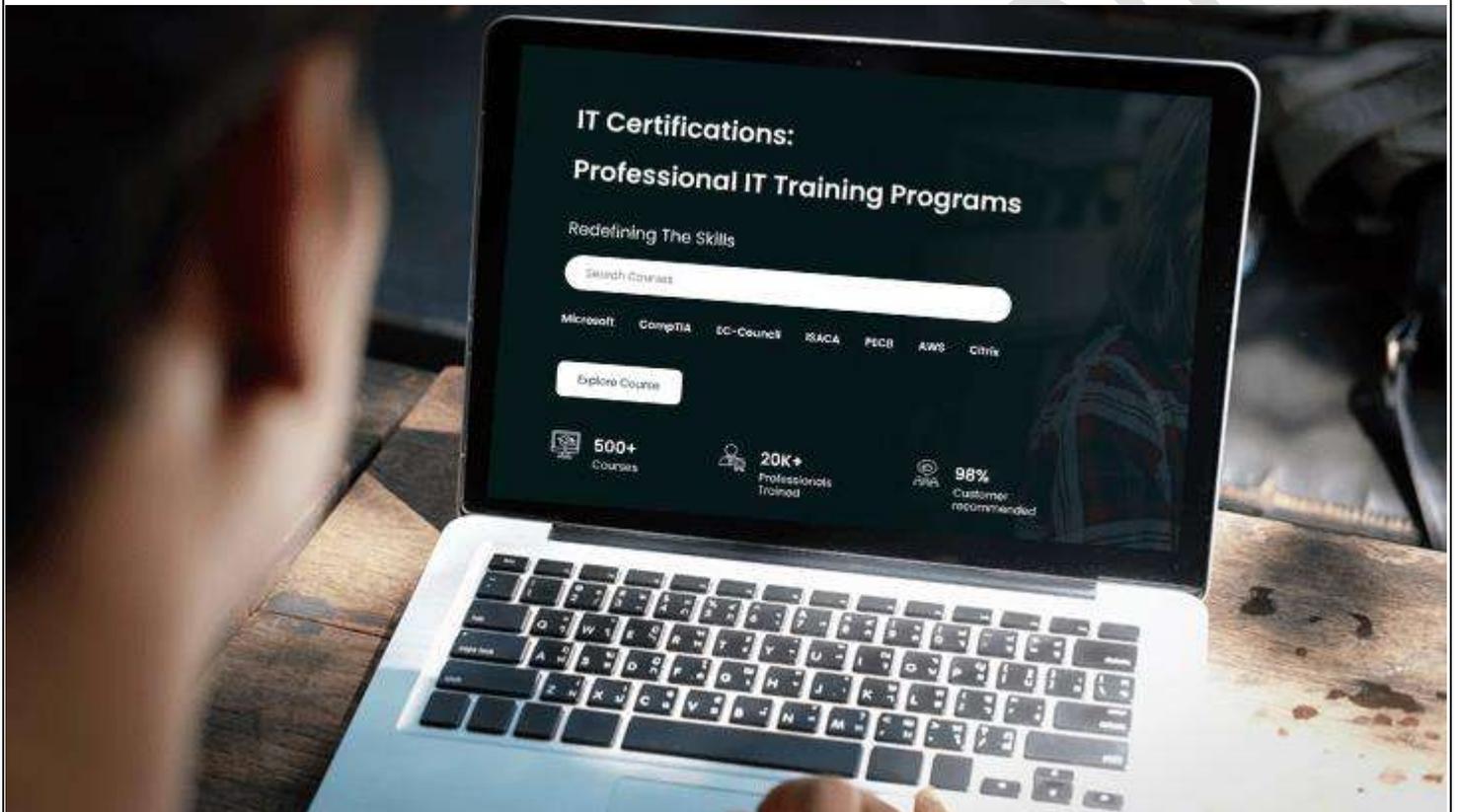




Redefining The Skills



MICROSOFT EXCEL – BASICS TO ADVANCED TRAINING

Duration: 2 Days

Course Description

Learn how you can effectively use Microsoft Excel in real-world scenarios to automate tasks, analyze data, and generate concise one-page reports. Even if you have never used Excel before, you will be able to acquire the necessary skills and abilities through this Microsoft Excel Training - Basics To Advanced Excel Training.

Redefine Your Microsoft Excel Skills with Microtek Learning

- Learn how to use Microsoft Excel tool from Basics to Advanced level
- Master in Pivot Tables, Formulas, Xlookup and More
- Learn the most advanced formulas, functions
- Blended Model Support + Extended Learning
- 24 Hrs Instructor Led Training + Flexible Batches
- Placement Assistance

Who should attend this course?

- Individuals Seeking Jobs
- Freshers
- Sales Professionals
- Marketing Professionals
- Business Professionals
- Data Analysts and Programmers
- Business Intelligence Professionals
- Strategists
- Individuals looking for a career in analytics

What you will learn

- Excel Basics
- Shortcuts and Important Tools
- Difficult formulas
- Charts and Pivot tables
- SUMIF, IFS, COUNTIF, IFS
- Array
- Conditional Formatting
- Vlookup/ Hlookup/ Xlookup
- Text, Numbers, Math, Lookup functions, Statistical functions

Prerequisites

- No prerequisites required

Why you should learn Excel?

81% OF GLOBAL BUSINESSES
use MS Excel in all departments

WITH 750 MILLION USERS
MS Excel is the tool of choice for data analysis globally.

Hottest Job of 21st Century



1.4 Million Job Postings

There is a global estimate of 1.4 million job postings for Microsoft Excel roles by 2022



Skill Development

Microsoft Excel professionals are equipped with various relevant skills fetching lucrative job offers



Growing Microsoft Excel Industry

43% CAGR in the global Microsoft Excel industry



Future Oriented Career

Microsoft Excel is a budding field; a head start will prove to be beneficial



Popular Degree

30% of Microsoft Excel professionals have a masters degree



High Demand

By 2025, India and US will face a demand-supply gap of 220,000 Microsoft Excel professionals

Curriculum

Module 1: Excel Interface

- Going through

Module 2: Worksheet Basics

- Add/ Remove/ Delete/ Color a Worksheet, Copy & Move, Hide

Module 3: Excel Basics Beginning

- Font, Text Color, Background Color, Size, Bold, Italic, Underline, Merge, Wrap, Alignment, Comment, Hyperlink
- Cut, Copy, Paste, Format Painter
- Borders, Add/ Remove rows & columns
- Sort, Filter

Module 4: Paste Special

- As Values
- As Link
- As Formula
- As Transpose

Module 5: Data Cleaning Techniques

- Find/ Find All
- Replace/ Replace All
- Format
- Group/ Ungroup
- Custom Filter
- Remove Duplicates

Module 6: Named Range

- Named Range

Module 7: Maths Functions

- Count, Sum, Average, Max, Min, Large, Small

Module 8: Text Functions

- Len, Left, Right

Module 9: File Tab

- Overview

Module 10: Functions

- Excel Functions
- Text Functions
- Date & Time Functions
- If Function, AND & OR Operators
- Informational Functions

Module 11: Go To Special

- Data Fixing

Module 12: Relative, Mixed & Absolute Referencing

- Relative, Mixed & Absolute

Module 13: Data Validation

- List
- Typed List
- Mobile Number Validation
- Employee Feedback Validation
- Only Text Values
- Only Upper Case Values
- Prevent Future Dates
- List with Named Range
- Restrict Text Length
- Dynamic List
- Dependent Drop Down List

Module 14: Goal Seek

- Two Examples

Module 15: SUMIF, IFS, COUNTIF, IFS

- SUMIF, IFS, COUNTIF, IFS

Module 16: Table

- Format as Table & Add on Capabilities

Module 17: Array

- Array with Sum & Max Functions

Module 18: Conditional Formatting

- Inbuilt Conditional Formatting
- Custom Conditional Formatting
- Dynamic Search & Highlight
- Partial Match

Module 19: Auto-fill, Flash Fill & Custom Lists

- Auto Fill
- Flash Fill
- Custom Lists

Module 20: Vlookup/ Hlookup/ Xlookup

- Vlookup Basic
- Vlookup with Array
- Vlookup with Multiple Criteria
- Vlookup with Range
- Vlookup with Named Range & Benefits
- Vlookup with Match Function
- Vlookup with Column Reference
- Vlookup with Table
- Vlookup with Dropdown
- Two-Way Lookup
- Partial Vlookup
- Vlookup to left side
- Case Sensitive Lookup
- Vlookup with Trim Function
- Vlookup if IFERROR
- Vlookup with Multiple Column Search
- Vlookup with Two Tables
- Vlookup with Duplicate Values
- Bonus: Hlookup & Xlookup

Module 21: Offset Function

- Offset - Basic
- Offset with Sum - Horizontal
- Offset with Sum - Vertical
- Offset with Match
- Offset with Average
- Offset with Countif

Module 22: Index & Match Function

- Index Function Basic
- Index Function with Area Number
- Match Function Basic
- Index & Match Functions as a replacement to Vlookup Function
- Index & Match Functions with Drop Down

Module 23: Pivot Table & Chart

- Interface
- Data Introduction: Super Store Data
- Create Your First Pivot Table
- How To Make Pivot Table Dynamic
- Slicer & Timeline
- Group & Ungroup Dates
- Conditional Formatting In Pivot
- Create Your First Chart
- How To Make Pivot Chart Dynamic

- Chart Gap
- Top 10 Customers
- Compare One sub-category Against Others
- Profit & Sales Correlation
- Trend Analysis

Module 24: Power Pivot

- Introduction: How Is Power Pivot Different From Pivot Table
- Avoid Vlookup Using Data Model

Module 25: Designing Dashboard

- Create Your Dashboard

Module 26: Power Query

- Introduction: Why Power Query
- Data From Web
- Combine Files From Folder In 1 click

Module 27: Protection

- Protect Sheet
- Protect Workbook
- Make Your Workbook Read Only

Module 28: New Functions of Excel 2019

- Concat
- TEXTJOIN Function
- MINIFS And MAXIFS Function
- IFS Function
- SWITCH Function

Module 29: Dynamic Array Functions

- Filter
- Unique
- Sort
- Sortby
- Sequence
- Randarray

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