

# IT WORKSHOP

## ON

# ADVANCED EXCEL

# Day 1

1. Introduction to Ms-Excel
2. Features of ms-excel
3. Different tool bars in ms-excel
4. Home - many option.(cells group)
5. Number Formatting
6. Data validation
7. Conditional Formatting, sorting, Filters, Advanced Filter  
pivot table and slicers.
8. All types of chart
9. Group / ungroup
10. Subtotals
11. Illustrator
12. Freeze pane
13. Text to column

# Day 2

1. Function
2. Formulas
3. Goal seek
4. scenario manager

5. match Index
6. Data table
7. Removing Duplicate Value,
8. Drop down list using Sumif
9. Lookup, Vlookups, HLookup
10. Consolidate
11. Two different table Using Vlookup
12. Two different Sheet Using Vlookup
13. google map, addin
14. hyperlink
15. object
16. Templates

## **Day 3**

1. Page layout
2. printer setting
3. keyboard shortcut keys
4. Dashboard
5. Macro
6. Forecasting with example

7. Statistical function with Example

8. Financial Function

( FV, PV, NPV, NV, PMT, XNPV, PMT, RR, MIRR, XRR  
LPR, NPER, Rate, effect, Nominal etc) with Example of  
problems

9. Sparkline and Candlestick charts

10. Time line

11. MS – Access(Table, Form, Report, Query)

12. Export& sharing

13. Data Analysis Toolpak and Solver

- Password protection
- Data Recovery
- Customized tabs