

ZENUS INFOTECH INDIA PVT. LTD.
CURRICULUM OF ADVANCE EXCEL

Course Duration: 4 Weeks*

Using Basic Functions

Using Functions – Sum, Average, Max, Min, Count, Counta

Mathematical Functions

SumIf, SumIfs, CountIf, CountIfs, AverageIf, AverageIfs

Protecting Excel

File Level Protection

Workbook, Worksheet Protection

Sorting and Filtering

Filtering on Text, Numbers & Colors

Sorting Options

Lookup Functions

Vlookup / Hlookup

Index and Match

Data Validation

Number, Date & Time Validation

Text and List Validation

Custom validations based on formula for a cell

Dynamic Dropdown List Creation using Data Validation – Dependency List

Working with Reports

Creating subtotals

~ Multiple-level subtotals

~ Creating Pivot tables

~ Formatting and customizing Pivot tables

~ Using advanced options of Pivot tables

~ Pivot charts

~ Consolidating data from multiple sheets and files using Pivot tables

Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)

~ Viewing Subtotal under Pivot

CHARTS and slicers

Various Charts i.e. Bar Charts / Pie Charts / Line Charts

Using SLICERS, Filter data with Slicers

Manage Primary and Secondary Axis

EXCEL DASHBOARD

Planning a Dashboard

Adding Tables and Charts to Dashboard

Adding Dynamic Contents to Dashboard

Office Address: S-11, Opposite BSNL Telephone exchange , Avas Vikas
Roorkee, Uttarakhand – 247667 | www.zenusinfotech.in | Ph No- 8218088730