



MICROSOFT EXCEL

TRAINING COURSE AGENDA

SPRINTZEAL
Empowering Professionals



Here is how your 3 days goes with us.

Course Outline

DAY 1:

Excel Features Covered with Hands-on Exercises

- *Using the Range Names*
- *3D Formulas*
- *Text Function: PROPER*
- *Text Function: LOWER*
- *Text Function: UPPER*
- *Text Function: RIGHT*
- *Text Function: LEFT*
- *Function: CONCATENATE*
- *Concatenation Operator "&"*
- *Function: FIND*
- *Function: TODAY*
- *Function: IF*
- *Function: IF (extra exercise)*
- *Function: AND*
- *Function: OR*
- *Function: SUMIFS*
- *Function: COUNTIFS*
- *MATCH Function*
- *VLOOKUP FUNCTION (Definition)*
- *Function: VLOOKUP – FALSE*
- *VLOOKUP-TRUE.xlsx*
- *Functions: VLOOKUP and MATCH*
- *Excel Table Feature*
- *Filtering Excel Data*
- *SUBTOTAL and Data Outlining*
- *Creating Charts*
- *PivotTable-A*
- *PivotTable-B*
- *PivotChart*
- *Handy Keyboard Shortcuts*
- *Covered with Above Exercises*

DAY 2:

Course Outline

Excel Features Covered with Hands-on Exercises

- *Advanced File Properties*
- *Data Validation*
- *Macros-Using Absolute References*
- *Macros-Using Relative References*
- *Macros-Nesting*
- *Macros-Editing*
- *Customizing Excel*
- *Conditional Formatting*
- *Advanced Conditional Formatting-Function AND*
- *Advanced Conditional Formatting-Function MOD*
- *Range Protection*
- *Worksheet Protection*
- *Workbook Protection*
- *Remove Duplicates*
- *Tracing Cells*
- *Error Checking Tool*
- *Using Watch Window*
- *Evaluating Formula*
- *Charts: Adding a Trendline*
- *Charts: Creating a Dual Axis Chart*
- *Using Goal Seek*
- *Using Scenario Manager*
- *Quick Analysis- Sparklines*
- *Consolidating Data*
- *Linking Workbooks*
- *Importing Text Data into Excel*
- *Excel Custom Formats*
- *Handy Keyboard Shortcuts*
- *Covered with Above Exercises*

DAY 3:

Course Outline

Excel Features Covered with Hands-on Exercises

- *Linking several worksheets to create a summary*
- *Working with Structured References*
- *Linking several workbooks to create a summary*
- *Working with Array Formulas*
- *Function IF nested*
- *Function AND nested*
- *Function OR nested*
- *Function NOT*
- *Function OFFSET*
- *Function INDIRECT*
- *Function SUMIFS*
- *Function COUNTIFS*
- *Database Function DSUM*
- *Database Function DCOUNT*
- *Database Function DAVERAGE*
- *What is a PivotTable Report?*
- *Preparing Data for a PivotTable Report*
- *Creating My First PivotTable Report*
- *Formatting Values & Fields*
- *Drilling Down to View Details*
- *Filtering to View a Specific Summary*
- *Using Slicers to Apply the Filters*
- *Pivoting Fields for Different Emphasis*
- *Summarizing Values by Different Functions*
- *Using a Field Multiple Times*
- *Refreshing the PivotTable Report*
- *Grouping Text, Numeric & Dates*
- *Working with Dates & Timeline*
- *Displaying Single & Multiple Subtotals*
- *Working with a Calculated Field*
- *Working with a Calculated Item*
- *Calculating % of Column & Parent Total*
- *Ranking Largest to Smallest*
- *Calculating Running Totals*
- *Calculations with GETPIVOTDATA Function*

- *Calculated Fields and Excel Functions*
- *Converting a PivotTable to Regular Excel Data*
- *Working with a PivotChart*
- *Creating a Dynamic Dashboard*
- *Formatting a PivotTable Report*

For Queries – support@sprintzeal.com

For complete course information – [Microsoft excel Program](#)

Thank You
