Advanced Excel

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Course Objective

My main goal in this training is to increase your awareness of the top tools and formulas in Excel to help you solve complex problems and build wonderful reports.

Course content

The best Excel Tools

Functions

pivot table and power query

Best Excel Tools

- Sort data
- Custom sort
- Filter - ADV filter
- Custom list
- Freeze
- Chart
- Insert shapes and pic
- Print & Page setup
- Conditional formatting
- Data validation
- ADV data validation

- Macro
- Share excel sheet with other
- Remove Duplicates
- Flash fill
- Text to column
- Header and footer
- Slicer
- Name manager
- Protect (workbook – sheet – function)

Functions & formula

- Math Functions
- Statistical Function
- Conditions Functions
- Compound Functions
- Search Functions
- Date and Time Functions
- Rounding functions
- Cut Cell Functions

Functions & formula

❖ **Math functions**

- Divide
- Sum -sumproduct
- Subtract
- Multiply

❖ **Conditions functions**

- Sumif
- Sumifs
- Simple if
- Nested if
- Ifs
- Iferror
- And
- Or

Functions & Formula

- **Search Functions**
  - Vlookup
  - Xlookup
  - Index
  - Match
  - Search
  - Filter
  - unique
- **Date and Time Functions**
  - Datedif
  - Edate
  - Today
  - Now
  - Weekday
  - Workday
  - Eomonth
  - Month

Functions & formula

- **Statistical Functions**
  - Count
  - Counta
  - Countblank
  - Countif
  - Countifs
- **Compound Functions**
  - If&or
  - If&and
  - Iferror&vlookup
  - Index&match
  - Offset&count

Functions & formula

- **Rounding functions**
  - Round
  - Roundup
  - Round down
  - Ceiling
  - Int
  - Trunc
- **Cut Cell Functions**
  - Trim
  - Left
  - Right
  - Mid

Power Query Content

- Import data from various external sources, folders & Excel workbooks,websites,Database (access)
- Clean & transform lots of data quickly
- Consolidate data with ease
- Sort & Filter data
- Merge data
- Join data
- Dealing with Rows
- Dealing With Columns
- Auto cleanup your data
- Replace value
- Solve Dates Problems

pivot table

- Customize your pivot table
- Value field settings > summarize values by
- Value field settings > show values as
- Grouping
- Sorting
- Filtering
- Slicers
- Pivot chart

Course Information

Duration : 20 training hours

Practical assignment in sessions

Thank
You