

# ADVANCED EXCEL TRAINING



## Advanced Excel

By Mohamed Abdelfattah

# Course Objective

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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

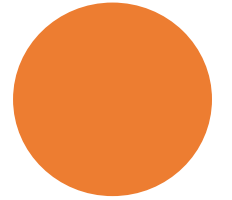
The best Excel Tools

Functions

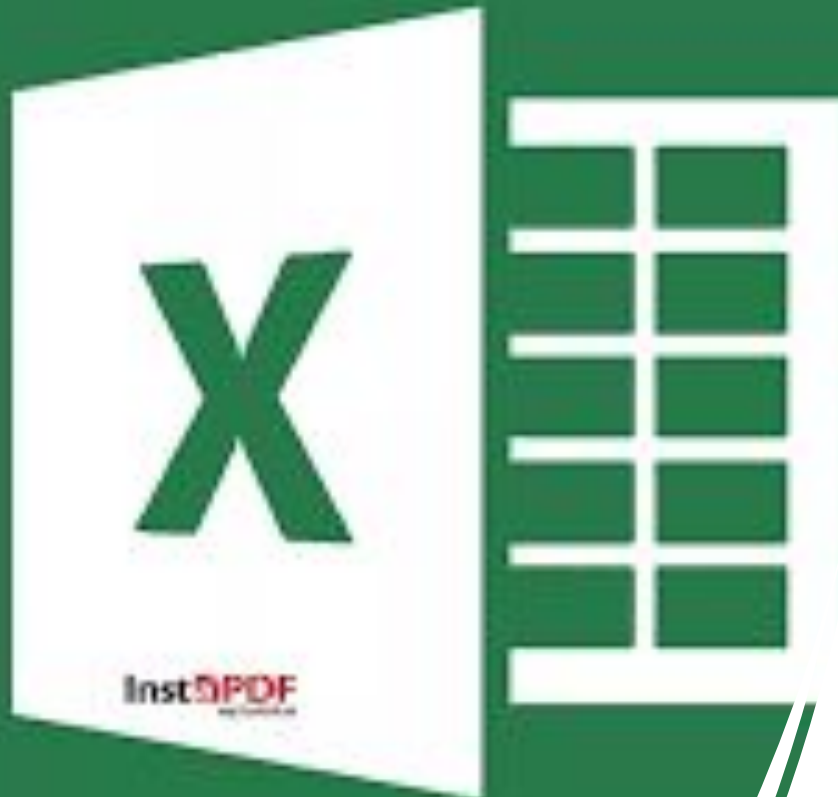
pivot table and power  
query

# 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)



# EXCEL FORMULA LIST



## Functions & formula

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

# Functions & formula

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## ❖ Math functions

- Divide
- Sum -sumproduct
- Subtract
- Multiply

## ❖ Conditions functions

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





# Functions & Formula

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## ❖ Search Functions

- Vlookup
- Xlookup
- Index
- Match
- Search
- Filter
- unique

## ❖ Date and Time Functions

- Datedif
- Edate
- Today
- Now
- Weekday
- Workday
- Eomonth
- Month



# Functions & formula

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## ❖ Statistical Functions

- Count
- Counta
- Countblank
- Countif
- Countifs

## ❖ Compound Functions

- If&or
- If&and
- Iferror&vlookup
- Index&match
- Offset&count





# Functions & formula

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## ❖ 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

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

LEARN

PIVOT TABLES

IN EXCEL



# Course Information



Duration : 20 training hours



Practical assignment in  
sessions

Thank  
You