yasham
Academy

Advance Your Career
Become Job ready
in 3-5 months

ADVANCED
MICROSOFT
EXCEL

X

What is Advance Excel?

Advance Excel refers to features and functions of Microsoft Excel tool which helps the user to perform complex and large calculations.

What They Do?

Use it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results.

Why Advance Excel?

Advance Excel gives you the comfort of using graphics, tables that are utilized in reports presentations, sales and others

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Yasham Academy, 2nd Floor, Shanti Krupa, Near S.S.Kharote Jwellers, Gandhi Chowk, Akola.

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Advance Excel – Career Track

Perform Calculations with Functions	• Understand Functions, Understand the Components of a Function • Enter Functions in Worksheets, Type a Function Directly into a Cell • Use the AutoSum Drop-Down Menu Use the Insert Function Dialog Box • Nest One Function Inside Another Function, Date and Time Functions • Financial Functions • Logical Functions • Lookup and Reference Functions (V-Lookup and H-Lookup) • Mathematical Functions • Statistical Functions • Text Functions • Refer to Cells and Ranges in Formulas • Refer to Other Worksheets and Other Workbooks in Formulas • Use Range Names and Labels in Formulas • Troubleshoot Formulas • Understand and Fix Basic Errors in Formulas
Sort and Filter Data with Excel	• Sort, Perform a Quick Sort by a Single Field • Perform a Multi field Sort for Finer Sorting • Sort by a Custom Sort Order • Filter a to Find Records That Match Criteria • Perform Quick Filtering with AutoFilter • Create Custom Filters • Using Advanced filter
Create Effective Charts to Present Data Visually	• Understand the Basics of Excel Charts • Create a Chart with the Chart Wizard • Choose the Right Type of Chart for Your Data • Use the Chart Toolbar, Select Objects in a Chart • Configure Chart Options, • Change the Chart Type • Change a Chart's Source Data • Change the Format ,the Chart Area, Plot area • Configure and Change the Scale of an Axis • Liven Up Charts with Patterns, Fills, and Pictures • Format Individual Chart Elements, Print Charts • Editing Chart data series

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Working with Range Names	• Using Range Names • Creating Range Names • Using Range Names in Formulas • Creating Range Names from Headings • Deleting Range Names • Creating 3-D Range Names
Analyze Data Using Pivot Tables and Pivot Charts	• Understand PivotTables • Create a PivotTable Framework Using the PivotTable and • PivotChart Wizard • Create the PivotTable on the Framework • Choose PivotTable Options to Configure a PivotTable • Create Pivot Charts from PivotTables • Create a Conventional Chart from PivotTable Data • Creating Calculated fields • Inserting Slicer
Working with Multiple Workbooks	• Linking Workbooks • Editing the Link • Consolidating Workbook & worksheets
Protecting and Sharing the WorkBook	• Restrict Data and Protect Workbooks • Check Data Entry for Invalid Entries • Protect Cells, a Worksheet, or a Workbook • Protect a Workbook with Passwords • Work with Comments and Add a Comment to Cell • Display and Hide the Comments in a Worksheet • Edit and Format Comments, Delete a Comment • Insert Excel Objects in Word Documents • Insert a Chart in a Word Document • Insert Excel Objects in PowerPoint Presentations • Insert Word Objects in Worksheets • Insert PowerPoint Objects in Worksheets

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Use Macros To Automate Task	• Display the Developers Tab • Changing Macro Security Setting • Running a MacroRecording a Macro • Deleting a Macro • Assigning a Macro to an Object

Proofing and Printing	• Page setup, Setting print area, Print titles • Inserting custom Header and Footer • Inserting objects in the header and footer • Page Setup, Setting margins, Print Preview, Print • Enable back ground error checking • Setting AutoCorrect Options • Remove the appropriate check marks to disable any unwanted features

Check with our student counsellor for the next batch & enrol today

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