



THE INSTITUTE OF PROFESSIONAL ACCOUNTANTS

E-54, Main Vikas Marg Laxmi Nagar, Opp. Metro Pillar 44, Delhi-110092,

Tel. 011-22041221, 9213855555, 9250755555, 9212008787, Email: info@tipa.in Website www.tipa.in

Duration - 1Months (20 Hours)
Minimum Qualification 12th Standard

ADVANCE EXCEL TRAINING COURSE

WORKING WITH LISTS

- Creating a List
- Using a Data Form
- Adding Records Using a Data Form
- Finding Records Using a Data Form
- Deleting Records Using a Data Form
- Sorting Records in a List
- Using AutoFilter in a List

IMPORTING & EXPORTING DATA

- Importing External Data into Excel
- Importing Text Data into Excel
- Importing Data from a Database
- Exporting Data from Excel
- Publishing Worksheets & Workbooks to the Web

WORKING WITH CHARTS

- Creating a Chart with the Chart Wizard
- Moving a Chart
- Resizing a Chart
- Changing a Chart Type
- Editing Chart Text
- Modifying Chart Options
- Formatting Category & Value Axis Data
- Formatting a Data Series
- Changing a Chart's Source Data

FORMATTING NUMBERS

- Creating Custom Number Format
- Using Conditional Formatting
- Removing Conditional Formatting

WORKING WITH GRAPHICS

- Using the Drawing Toolbar
- Formatting Objects
- Inserting WordArt
- Inserting an Organization Chart
- Modifying an Organization Chart

WORKING WITH RANGES

- Naming a range
- Using a Named Range
- Deleting a Named Range
- Using the VLOOKUP Function

WORKGROUP COLLABORATION

- Web Page Preview
- Converting Worksheets into Web Pages
- Inserting Hyperlinks
- Viewing & Editing Comments

CUSTOMIZING EXCEL

- Creating a Macro
- Running a Macro
- Editing a Macro
- Adding a menu to the Menu Bar
- Adding a Commands to a Menu
- Adding Buttons to a Toolbar

DATA ANALYSIS TOOLS

- Tracing Formula Precedents
- Tracing Cell Dependents



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- Tracing & Fixing Errors
- Creating a Pivot Table
- Rearranging a Pivot Table
- Filtering Pivot Table Data
- Creating a Pivot Chart

- Using Goal Seek
- Using Solver
- Creating & Displaying Scenarios

WORKGROUP COLLABORATIONS

SUMMARIZING DATA

- Adding Subtotals to a List
- Nesting Subtotals
- Applying Advance Filters
- Adding Group & Outline Criteria to Ranges
- Using Data Validation
- Creating XML Web Queries

- Locking/Unlocking Cells in a worksheet
- Protecting a Worksheet
- Protecting a Workbook
- Creating a Shared Workbook
- Tracking Changes to a Workbook
- Accepting & Rejecting Changes to a Workbook
- Password Protecting a Workbook
- Merging Workbooks

WHAT -IF DATA ANALYSIS

