



THE INSTITUTE OF PROFESSIONAL ACCOUNTANTS (Govt Regd.)
E-54, Main Vikas Marg Laxmi Nagar, Opp. Metro Pillar 44, Delhi-110092,
Tel.011-22041221, 22048787, 9213855555,
www.tipa.in

Advanced Excel Course (Duration 2 Months)

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulae
- Graphically representing data : Charts & Graphs
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Working with functions & formulae Formatting worksheets , Securing & Protecting spreadsheets
- Formulas & Macros Formulas in Advanced Excel Course
- Use the Function Wizard, Common functions
- (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)
- Nested functions , Name cells /ranges /constants
- Relative, Absolute, Mixed cell references : >,<>= operators
- Logical functions using IF, AND, OR, NOT
- The LOOKUP function , Date and time functions , Annotating formulas
- DATA Analysis in Advanced Excel Course
- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Linking Between Word/Excel/Ppt
- Functions: LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF in Advanced Excel Course
- What-if-analysis
- GOAL SEEK
- NESTED IF
- Reporting
- Character Functions
- Date Functions
- Age Calculations
- Consolidation of Data
- Data Validation
- PIVOT TABLES is part of Advanced Excel Course
- Enter the Pivot Table Data
- Create the Pivot Table
- Adding Data to the Pivot Table
- Filtering the Pivot Table Data
- Change the Pivot Table Data
- Analyze Data Columns in Pivot Tables
- Adjust Data to Analyze
- MACRO'S in Advanced Excel Course
- Macros
- Definition and use, Record a macro
- Assign a macro, Run a macro
- Store a macro, Introduction to VBA Program
- Develop the Worksheet in Excel



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- Plan a worksheet , Row and Column labels
- Split worksheet /box /bar, Copy data and formulas
- Display /move toolbars , Enhance worksheet Appearance
- Special Operations:
- Use multiple windows : Copy/ paste between Worksheets
- Link worksheets , Consolidate worksheets
- Import and link from other Applications
- Use AutoFormat : Create, use and modify styles and templates
- Print features : Create /edit an outline
- Graphic Operations
- Create charts , Enhance charts, Drawing toolbar features