

BASIC & ADVANCED EXCEL WITH VBA COURSE CONTENT:

Basics of MS Excel 2007

- Excel Menu Commands
- Understanding different ribbons in EXCEL 2007
- The Excel cell referencing system
- Workbook & Worksheet
- Freezing row and column
- Formatting & Validations
- Protections
- Removing Duplicates

Charting in Excel

- Using the Chart Wizard
- Chart Options & Formatting
- Different Chart Types (Line/Bar/Pie)
- Changing Chart Types
- Changing Selected Data
- Chart Labeling
- Changing Scales
- Usage of Multiple Axes

Basic Excel Functions

- Logical Functions
 - IF, AND, OR
- Arithmetic Functions
 - SUM, COUNT, AVERAGE, SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS, AVERAGEIFS, SUMA, COUNTA, AVERAGEA
 - PRODUCT, SUMPRODUCT, MIN, MAX, LARGE, SMALL, ROUND
- Date Functions
 - DAY, MONTH, YEAR, WEEKDAY, WEEKNUM, EDATE, EOMONTH, HOUR, MINUTE, SECOND, YEARFRAC, DATEDIF, NETWORKDAYS.
- Text Functions
 - LEFT, RIGHT, MID, TRIM, VALUE, CONCATENATE, SEARCH, SUBSTITUTE, LEN, UPPER, LOWER, PROPER

Basic Excel Tools

- Conditional Formatting
- Sorting & Filtering
- Advanced Filters
- Pivot Table
 - Creating from Wizard
 - Changing Data Source
 - Dynamic Update
 - Pivot Chart

- Adding User Defined Fields
- Working with Style & Layout options
- Names Manager
- Working with EXCEL Options
- Using Excel for Documentation

Advanced Formulae

- Lookup Functions
 - VLOOKUP, HLOOKUP, MATCH, OFFSET
- Financial Functions
 - PV, FV, PMT, RATE, NPER
- Error Handling
 - ISNA, ISERR, ISREF, INDEX
- Array Functions
 - TRANSPOSE, MMULT

Advanced Excel Tools

- Goal Seek
- Data Table
 - One dimensional
 - Two Dimensional
- Scenario Manager
- Importing & Exporting Data
 - From Text
 - From Web

Introduction to Macros

- Recording a Macro
- Different ways of running the Macro
- Basic Editing of the Macro
- Assignment of Macro