Advanced Excel Course Curriculum

Data Cleaning Techniques

- Change case using upper,proper,lower
- Remove spaces using TRIM
- Using LEN Function
- Extracting text, number, values
- Adding leading zeroes
- Extracting numbers and names
- Extract single digits and abbreviations
- Converting symbols to values
- Find Replace Basic Examples
- Replace first hyphen
- Replace 2nd hyphen
- Wild Card Asterisk
- Wild Card Question mark
- Wild Card Tilde

Conditional Formatting

- Greater Than
- Less Than
- Between
- Equal To
- Text That Contains
- A date occurring
- Duplicate values
- Top 10 items
- Top 10 percent
- Bottom 10 items
- Bottom 10 percent
- Above average
- Below Average
- Data Bars
- Color scales
- Icon sets

Advanced Filter

Single criterion

And criterion

OR criterion

And + Or criteria

Between criterion

Between 2 dates

Extract in different worksheet

Extract in different workbook

Extracts unique records only

Unique records with criteria

Unique records without criteria

Extract unique records matching 2 lists

Extract data based on three AND Criteria

Extract random columns data using OR criteria

Adv. filter with contains criteria

Use adv. filter with DATE and TEXT functions

Adv filter complex example

Asterisk sign

Adv filter to filter the data

Extract data from every 5th row

Functions & Formulas

- Absolute vs relative cell reference
- Formula Errors
- Vlookup
- Match with
- MATCH With -1
- Match with zero
- Index Basics
- 2 way lookup with match with -1
- 2 Way Lookup
- VLOOKUP vs INDEX & MATCH
- Result column is on the left
- DV with Vlookup and IFERROR
- HLOOKUP
- Retrieve data from all columns
- If Function Introduction
- If function-Calculating sales tax
- IF with AND
- IF with OR
- Comparing two lists to highlight unique items
- Creating Search Box
- Lookup in V range, return from H range
- Group sales values

Macro Recording

- Macro Basics
- Adding macro button in ribbon tab
- Absolute reference
- Relative reference
- Absolute cum Relative reference
- Adv. filter Macro extracting records
- Adv. filter macro to Extract data
- Adv. Filter macro- Data from Many Columns into One
- Adv. filter macro- Extract partial text macro
- Adv. filter macro - arrange data vertically
- Macro (Transpose horizontally
- Highlight value cells using go to special
- Delete blank rows using go to special
- Format Table Macro
- Vlookup Macro
- Create pivot table macro

Refresh Pivot Macro
Different pivot table views macro
Top 10 Filter Macro

Data Analysis with Pivot Table

Pivot Example
Arranging Data-Tabular Format
Arranging Data-No Gaps in the data
Arranging data-no subtotals in the data
Arranging data-always use excel tables
Arranging data-formatting
Arranging data-remove spaces
Arranging data-count the data first
Create pivot table
Field list- activate field list
Field list-Move field list
Field list-resize field list
Field list- field list views options
Field list-field list and areas
Field list-renaming field
Field list-duplicate field name
Field list-adjust the column position
Copy as picture
Copy as values
Copy as new pivot table
Exploring subtotal options
Exploring grand total options
Exploring report layout options
Exploring blank rows options
Exploring pivot table styles
Analyze tab
Show details
Slicers Introduction
PT Connections1
PT Connections2
PT Connections3
Add Search Box To A Slicer
Create slicer to filter another slicer
Protect worksheet, not the slicer
Slicer Styles
Slicer Settings
Custom slicer for year and month
Timeline
CF in Pivot Table
Pivot chart
Defer layout update
Getpivotdata Intro

Custom Report
Pivot Cache
Clear pivot cache old items
Refresh Pivot Table-Non macro
Refresh Pivot Table-With macro
Sort ascending or descending
Sort an item row left to right
Sort manually (drag, type, right click)
Sort using a custom list
Override a custom list sort
Sort regions in ascending order
Sort new items added
Clear a sort
Sort L to S grand totals
Filter by dates
Filter by text labels
Filter by numerical text labels
Value Filters
Filter by report filter
Keep or hide selected items
Filter by wildcards
Filter by multiple fields
Apply multiple filters
Filter by multiple values
Include new items
Clear multiple filters
Add filters to the column
Grp by month and months and years
Group by months and quarters
Group by quarters
Group by quarters & years
Group by years
Grouping by half years
Group by time
Group by week
Group by date
Grouping by a custom date
Errors when grouping by dates
Display dates that have no data
Group columns
Group numbers vs text
Group by text fields
Group by sales ranges
Calculated field
A new calc field from an existing calc field
Excel formulas in calculated fields
Creating a calculated item
Calculated item on column labels

Cal Field vs Cal Item
Create new cal. item using existing one
Excel formulas and calculated items
Solve order for calculated items
List calc field and item formulas
Order of operations
Shortcomings of calculated items
VFS Intro
VFS- Create multiple subtotals
VFS - Count
VFS - Average
VFS- Maximum
VFS- Minimum
VFS- Product
VFS- Count Numbers
VFS - Show multiple grand totals
VFS- See all pivot items
VFS- Show a unique count
Percentage of grand total
Percentage of column total
Percentage of row total
Percentage of
Percentage of parent row total
Percentage of parent column total
Percentage of parent total
Difference from
Percentage Difference from
Running total in
Percentage Running total in
Rank smallest to largest
Rank largest to smallest
Index

Budgeting & Forecasting

Loan calculation-example 1 using data table
Loan calculation-example 2 using data table
Loan calculation-example 3 using data table
Loan calculation-example 4 using data table
Total sales calculation using data table
Loan calculation-example 1 using scenario manager
Salary increment calculation using scenario manager
Discounted price calculation using scenario manager
Sales target calculation using scenario manager
Price quotation scenario using scenario manager
Sales price calculation using scenario manager
Creating ideal and worst case scenarios using scenario manager
Loan calculation-example 1 using goal seek

Loan calculation-example 2 using goal seek
Sales target calculation using goal seek
Calculating bonus using goal seek
Calculating price using goal seek
Calculating revenue using goal seek
Setting calling target using goal seek
Revenue target using goal seek
Profit calculation using solver
Cost Allocation using solver
Increasing revenue target using solver
Optimizing sales - eg 1 using solver
Optimizing sales - eg 2 using solver
Maximum revenue calculation using solver
Utilizing entire budget using solver
Calculate maximum sales revenue using solver
Calculating maximum profit using solver
Meeting sales target using solver
Linear Equation example using solver
Forecast sheet
Forecast formulas

Flash Fill

Split first and last names
Concatenate first and last names
Last name, first name format
Last name, First Name, Middle Initial
Concatenating and adding new text
Remove titles from names
Extract initials from names
Extracting dates
Extracting Domain Names
Converting to proper case
Split international phone numbers
Extract abbreviations and numbers
Replacing first hyphen with space
Replacing 2nd hyphen with forward slash

Auto Fill

Sequential Dates
Copying same date
Convert sequential dates to same date using smart tag
Incrementing time by one hour
Sequential Months

Increment months using smart tag
Increment months on quarterly basis
Increment days by 15 days
Sequential Days
Fill weekdays using smart tag
Fill years using smart tag
Sequential alphabets
Copy cell data in other cells
Copy formula to other cells
Abbreviations
Creating custom list
Sorting with custom auto fill list
Sequential Numbers
Double click fill handle
Fill handle + control key
Using fill series
Using COUNTA,IF,ISBLANK functions
Excel table using structured ROW function
Using SUBTOTAL function
Number ranges
Fill formatting only smart tag
Fill without formatting smart tag
Pattern with Copy cells smart tag
Fill series smart tag
Horizontal auto fill
Incrementing start or end numbers

Data Validation
DV Intro
Apply DV
Remove DV
Whole number
Decimal
List
Date
Time
Text length
Custom
Change DV settings
Allow entries not covered
Circle invalid data
Copy paste not allowed
Find cells having DV

Paste Special

Introduction

Formulas

Values

Formats

Copy chart Formats

Comments

Validation

All using source theme

All except borders

Column widths

Formulas and number formats

Values and number formats

Operation None

Operation Add

Operation Subtract

Operation multiply

Operation Divide

Paste Link

Skip blanks

Transpose

Consolidation