

CAE

Certificate Course in Advance Excel

Duration: 60 Days

Govt of India Approved Certificate

Eligibility: 12th

Code: R10619

- **Basic Microsoft Excel**

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions and formulas
- Graphically representing data: Charts & Graphs
- Analyzing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets, Securing & Protecting spreadsheets
- All tabs of Microsoft Excel 2013

- **Formulas & Functions**

- 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
- Text Function, Statistical Function, Mathematical Function, Financial Function

- **Financial Function**

- **PMT / PPMT / IPMT / IRR / PV / FV** all others with example

- **DATA Analysis**

- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Sheet Referencing
- What-if-analysis, GOAL SEEK

- PIVOT Tables, NESTED IF
- Reporting
- Consolidation of Data
- Data Validation
- Index /Large function
- **Match/Vlookup/Hlookup Functions** Details with Assignment
- **Xlookup Function** Detail with Assignment
- **Macros**
 - Definition and use, Record a macro
 - Assign a macro, Run a macro
 - Store a macro, Introduction to VBA Prog.
- **Develop the Worksheet**
 - Plan a worksheet, Row and Column labels
 - Split worksheet/box/bar, Copy data and formulas
 - Display/move toolbars, Enhance worksheet Appearance
 - Use Multiple windows: Copy/Paste between worksheets
 - Link Worksheets, Consolidate worksheets
 - Import and link from other Applications
 - Use Auto Format: Create, Use and Modify styles and templates
 - Print features: Create/edit an outline
 - Excel Shortcuts
- **Graphic Operations**
 - Create Charts, enhance charts, Drawing toolbar features.
- **Power Pivot with Example**
- **MIS Report with Different Charts**
- **DASHBOARD presentation with using PIVOT table and using functions & Buttons.**
- **Full Power Query For Data Modelling & Data Loading With Relation.**
- **Provided Printed Assignments.**