

INTRODUCTION

The course introduces Excel at intermediate level, introducing the new features of Excel. Features covered: calculations tips and tricks, keyboard shortcuts to insert formulas, creating reports with Excel Pivot Tables, presenting reports with charts & graphs, and highlighting data anomalies with conditional formatting, automating tasks using macros & more.

LEARNING OUTCOMES

- ✓ Introduction, navigation & selection
- Analyzing data with excel aggregate functions
- ✓ Worksheet formatting and presentation
- Leveraging formulas and functions
- Managing and analyzing data
- Creating a visual presentation of data
- ✓ How to use Data tools in Data Tab
- Managing files and templates
- Automating tasks with macros









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The Spreadsheet Model

- ✓ Understanding Excel new interface & features
- Worksheets and their contents
- ▼ Tabs, group, commands & their customization

Navigating The Interface

- General navigation
- ▼ The Ribbon
- Managing large spreadsheets by zooming
- Using Custom Views
- ✓ Manage versions of a workbook

Data Editing

- Modifying cell contents and formats
- ✓ Inserting data with AutoFill
- Knowing when to use Paste Special
- Finding and replacing data
- Go-to special command to select desired Data

ANALYZING DATA WITH EXCEL AGGREGATE FUNCTIONS

Summarizing data with Excel Aggregate functions

- SUMIF()
- COUNTIF()
- ✓ AVERAGEIF()

WORKSHEET FORMATTING AND **PRESENTATION**

Initial Formatting

- Configuring cell numeric formats
- Aligning data within cells
- Efficient presentation using the Format Painter
- ▼ Fitting cells to data size

Worksheet presentation

- Freezing worksheet areas
- Hiding content in worksheets
- Editing, modifying, and saving templates

Innovative formatting

- Styling cells and sheets with prebuilt styles
- Conditionally formatting cells and data
- Rotating and wrapping text

LEVERAGING FORMULAS AND FUNCTIONS

Formula basics

- Determining the order of operations
- Specifying relative and absolute cell references
- Introducing conditional logic in formulas
- Nesting expressions in formulas

Working with Names & Formulas

- Cell and range names
- Creating and using names
- Managing names
- Keyboard Shortcuts to use Names
- Assigning values to names
- Calculating figures based on conditions

Extending formulas and functions

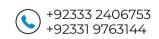
- Putting strings together with concatenation
- Finding data with a formula: VLOOKUP, HLOOKUP
- Using IFERROR and IFNA functions with VLOOKUP
- Copying and pasting formulas and/or values
- Handling formulas with dates

Auditing worksheet formulas

- Deciphering tagged cells with errors
- Identifying formula error indicators
- Tracing spreadsheet formula errors











CONTINUED

MANAGING AND ANALYZING DATA

Managing and Filtering Data using Tables

- ▼ Filtering data
- ✓ Advanced filtering for complex queries
- ✓ Working with tables
- ✓ Understanding Table Nomenclature
- ✓ Slice & Dice Data with Slicers

Subtotaling and Outlines

- Outlining and subtotals
- Outlining and consolidating data
- Creating Nested subtotals

Condensing and Refining Data With Pivot Table

- Creating multiple reports on sing data set using Pivot Tables
- ✓ Sorting, Grouping and filtering Pivot Reports
- ▼ Formatting PivotTables
- Creating dynamic Pivot Charts
- Extracting multiple reports with Pivot filter option
- Conditional formatting with PivotTable

CREATING A VISUAL PRESENTATION OF DATA

- Charting your data
- Determining when charts are required
- ✓ Adjusting chart layouts, title and labels
- ✓ Switching chart type or data source
- Advanced charting techniques
- Chart formatting options
- Combination charts

Highlight Data Anomalies with Conditional Formatting

- Analyzing Trends with
 - Data bars
 - Color Scales
 - Icon Sets



- Flash fill to transform data
- Changing case with flash fill
- Extracting required Text with Flash fill
- ✓ Quick analysis to apply Charts, Tables, Sparklines & Formulas

Splitting Text to Columns

- Splitting text form single columns to multiple columns
- Understanding Delimited and Fixed Width transformation
- Converting values formatting using Text to Columns

Validating Data to avoid input Wrong Data

- Controlling the limits of data
- ▼ Getting list of values in Drop Down Menu

Remove duplicates values

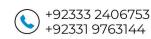
- Removing duplicates values from a column
- ✓ Using multiple columns to remove duplicates

Consolidate multiple data sets

- Creating consolidated reports using multiple tables/sheets/ files
- Creating 3D and static consolidated reports











MANAGING FILES AND TEMPLATES

Managing Workbooks and Worksheets

- ✓ Using multiple worksheets and workbooks
- ✓ Using multiple workbooks Linking worksheets with 3D formulas
- Linking workbooks
- Managing workbooks

Printing workbooks

- ✓ Setting options on the Page Layout tab.
- ✓ Viewing and adjusting page breaks
- Developing appropriate headers and footers

Working with Templates

- ✓ Using Built In Templates
- Customized your own Workbook & Worksheet Templates

AUTOMATING TASKS WITH MACROS

Managing Workbooks and Worksheets

- ✓ Understanding VBA & Editor's Interface
- Recording Simple Macro for Number Formatting
- Putting your daily tasks in Macro
- ✓ Understanding Macro Security

Who Should Attend

This Training is intended for professionals who need to extend their Excel skills from intermediate to advance level.



TRAINER PROFILE

AASIM ALEE is a Microsoft Certified Professional and MBA – Finance who is specialized in data analysis, Excel dashboard reporting, charts & graphs, advanced reports development & excel customization. He has more than 8 years of diversified industry exposure. He has successfully trained 1000s professionals from prevalent organizations. He provides several trainings and workshop which includes: · Working with Excel – Basic to Intermediate · Excel Dashboard Reporting with Excel 2010 & PowerPivot · Advanced Excel Spreadsheet Techniques & Skills for Advanced Report Development & Analysis · Data Visualization with Excel Tools & Charts · Excel for Finance Professional · Excel for Sales Professionals · Creating Self BI (Business Intelligence Reports) with Excel 2010 & 2013 · Excel beyond Spreadsheet – Playing with Macros.







