

# Adv. Excel Course Syllabus

## Excel: Basics to Advanced

- Text to Columns
- Concatenate
- The Concatenate Function
- The Right Function with Concatenation
- Absolute Cell References
- Data Validation
- Time and Date Calculations
- Conditional Formatting
- Exploring Styles and Clearing Formatting
- Using Conditional Formatting to Hide Cells
- Using the IF Function
- Changing the “Value if false” Condition to Text
- Pivot Tables
- Creating a Pivot Table
- Specifying PivotTable Data
- Changing a PivotTables Calculation
- Filtering and Sorting a PivotTable
- Creating a PivotChart
- Grouping Items
- Updating a PivotTable
- Formatting a PivotTable
- Using Slicers
- Charts
- Creating a Simple Chart
- Charting Non-Adjacent Cells
- Creating a Chart Using the Chart Wizard
- Modifying Charts

- Moving an Embedded Chart □ Sizing an Embedded Chart
- Changing the Chart Type
- Chart Types
- Changing the Way Data is Displayed
- Moving the Legend
- Formatting Charts
- Adding Chart Items
- Formatting All Text
- Formatting and Aligning Numbers
- Formatting the Plot Area
- Formatting Data Markers
- Pie Charts
- Creating a Pie Chart
- Moving the Pie Chart to its Own Sheet
- Adding Data Labels
- Exploding a Slice of a Pie Chart
- Data Analysis – Overview
- types of Data Analysis
- Data Analysis Process
- Working with Range Names
- Copying Name using Formula Autocomplete
- Range Name Syntax Rules
- Creating Range Names
- Creating Names for Constants
- Managing Names
- Scope of a Name
- Editing Names
- Applying Names
- Using Names in a Formula
- Viewing Names in a Workbook
- Copying Formulas with Names
- Difference between Tables and Ranges

- Create Table
- Table Name
- Managing Names in a Table
- Table Headers replacing Column Letters
- Propagation of a Formula in a Table
- Resize Table
- Remove Duplicates
  
- Convert to Range
- Table Style Options
- Table Styles
- Cleaning Data with Text Functions
- Removing Unwanted Characters from Text
- Extracting Data Values from Text
- Formatting Data with Text Functions
  
- Date Formats
- Conditional Formatting
- Sorting
- Filtering
- Lookup Functions
- Pivoting

