Advanced MS Excel

Overview of the Basics of Excel

Understanding the basic spreadsheet
Essential Formule knowledge
Absolute and relative cells
Protecting and un-protecting worksheets and cells

Working with Functions

Writing conditional expressions (using IF)
Using logical functions (AND, OR, NOT)
Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
VlookUP with Exact Match, Approximate Match
Nested VlookUP with Exact Match
VlookUP with Tables, Dynamic Ranges
Nested VlookUP with Exact Match
Using VLookUP to consolidate Data from Multiple Sheets

Data Validations

Specifying a valid range of values for a cell
Specifying a list of valid values for a cell
Specifying custom validations based on formula for a cell

Working with Templates

Designing the structure of a template
Using templates for standardization of worksheets

Sorting and Filtering Data

Sorting tables
Using multiple-level sorting
Using custom sorting
Filtering data for selected view (AutoFilter)

Using advanced filter options

Working with Reports

Creating subtotals
Multiple-level subtotal

Creating Pivot tables

Formatting and customizing Pivot tables
Using advanced options of Pivot tables
Pivot charts
Consolidating data from multiple sheets and files using Pivot tables
Using external data sources
Using data consolidation feature to consolidate data
Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)
Viewing Subtotal under Pivot
Creating Slicers (Version 2010 & Above)

More Functions

Date and time functions
Text functions
Database functions
Power Functions (CountIf, CountIFS, SumIF, SumIfS)

Formatting

Using auto formatting option for worksheets
Using conditional formatting option for rows, columns and cells

WhatIf Analysis

Goal Seek
Data Tables
Scenario Manager

Charts

Using Charts
Formatting Charts
Using 3D Graphs
Using Bar and Line Chart together
Using Secondary Axis in Graphs
Sharing Charts with PowerPoint / MS Word, Dynamically
(Data Modified in Excel, Chart would automatically get updated)

New Features Of Excel

Sparklines, Inline Charts, data Charts

Overview of all the new features