



**G-TEC EDUCATION**

— G-TEC Group of Institutions —

[www.gteceducation.com](http://www.gteceducation.com)



**G-TEC VIRTUAL UNIVERSITY**

# Advanced EXCEL

## ADVANCED EXCEL

**DURATION: 30 HOURS**

### OBJECTIVE

This course is outlined in a way that it covers majority of enriched features in Microsoft Excel 2016, including Macros, Pivot tables, Audit and Analyze worksheets, Use Advance Formulas and Functions, work with multiple Worksheets and Workbooks etc., which in turn increases productivity, improves efficiency by streamlining the workflow thus becomes a major asset for professional employees.

### EXIT PROFILE

- ✓ Able to operate computers with ease
- ✓ Use MS Office applications for Office automation
- ✓ Use Internet for basic requirements such as surfing and searching
- ✓ Create and use E-mails
- ✓ Increase employability and productivity

### CAREER PATH

- ✓ IT Educator
- ✓ Office Secretary
- ✓ Document Specialist
- ✓ Junior Accountant

### FACULTY SKILL SET

- ✓ Knowledge in Windows & applications
- ✓ Knowledge in MS Office 2013/2016
- ✓ Knowledge in Computer Basic & MS DOS

### HARDWARE AND SOFTWARE REQUIREMENTS

- ✓ Operating System: Windows 7/8/10
- ✓ Minimum Memory: 1 GB
- ✓ Recommended Memory: 4 GB / 8 GB
- ✓ Minimum Disk Space: 160 GB
- ✓ Recommended Disk Space: 1 TB

### COURSE OUTLINE

- ✓ Advanced Excel

### PREREQUISITE FOR STUDENTS

- ✓ Basic knowledge in Microsoft Excel

**MODULE IN DETAIL**

**ADVANCED EXCEL**

**(30 HRS)**

- ✓ Creating & Editing Formulas
  - Basic Spreadsheet Concept
  - Various Selection Techniques
  - Shortcut Keys
  - Formula Creation
  - Formula Auditing
  - Name Manager
  - Using Absolute, Mixed And Relative Referencing
- ✓ Charts & Slicers
  - Various Charts Creating
  - Using Slicers, Filtering Data With Slicers
  - Manage Primary & Secondary Axis
- ✓ Pivot Table & Pivot Chart
  - Field Settings
  - Grouping Based On Numbers & Dates
  - Calculated Fields & Items
- ✓ Array Functions
  - Array With IF, LEN And MID Functions
  - Array With LOOKUP Functions
- ✓ Dashboard
  - Adding Table And Charts To Dashboard
  - Adding Dynamic Contents To Dashboard
- ✓ Data Tools
  - Data Validation
  - Text To Columns
  - Consolidating Data
  - Solver
- ✓ What If Analysis
  - Goal Seek
  - Scenario Manager
  - Data Table
- ✓ Sort & Filter
  - Filtering On Text, Number & Colours
  - Advance Filter
  - Subtotal & Outline
- ✓ Conditional Logical Functions
  - IF Statement
  - NESTED IF, AND, OR
  - SUMIF, SUMIFS
  - COUNTIF, COUNTIFS
  - AVERAGEIF, AVERAGEIFS
  - Complex IF FUNCTIONS
  - TEXT Functions
  - DATE AND TIME Functions
- ✓ Lookup Functions

## SYLLABUS

- LOOKUP
- VLOOKUP
- HLOOKUP
- MATCH Function
- ✓ VBA Macros
  - Recording Macro
  - Procedure and Functions in VBA
- ✓ Changing Views
  - WorkBook Views
  - Window Arrangements
- ✓ Printing
  - Page Settings
  - Sheet Options
- ✓

