Advanced Excel

Duration – 15 Sessions

- Spreadsheet Basics
- Spreadsheets Operations
- Text Formatting- Custom
- Creating a Formula
- Conditional Formatting
- Relative and Absolute Reference
- Data Validation
- 60 Popular functions (Lookup, Conditional, Date, Text, Account etc.)
- Text to columns wizard
- Name Manger, Selection, Define Name
- Split / Freeze Panes
- Share workbook & Track changes
- Charting and Analyzing Data
- Advanced Filter (Based on 10 different scenarios)
- Creating and Editing Charts
- Pivot Tables - Wizard
- Consolidate Data Tool
- Dependency List using Indirect
- Goal Seek
- Importing data from other sources
- Lookup and conditional functions
- Creating Dashboard
- Solver Tool - Wizard
- Macros / VBA Basics

VBA Programming   Duration – 15 Sessions

Visual Basic Editor

The Project Explorer
The Properties Window
Variables and Data Types in VBA

Loops and Statements in VBA

Structure of Functions and Procedure
If…..Then…..Else Statements
For…..Next and Do Until……. Loop
Select Case…………….End Select
With Selection……….. End With
For Each Loop

Form Controls

Understanding User forms and References
Combo box, Radio Button, Group box, Check box
Built in Dialog Boxes, Calendar
Project Study on GUI Pattern

Working on Actions / Events

Events – Workbook, Worksheet Level Events
Working with Excel Range and Data
Worksheet and Workbook Operations,
Using Excel Functions in VBA
Volatile Functions

Interactive Windows and Reporting

Message box, Tools & Controls
Create Chart
Export report in PDF
Filters and Reporting

Mail Functions – Outlook / MAPI

Send automated mail, Outlook Configurations, MAPI
Filter Mails into Folders
Export Mails, Attachments in a specific location

Database Connectivity

Excel – Access Connectivity – Select, Retrieve, Insert Data Operations
Excel –SQL Connectivity - Select, Retrieve, Insert Data Operations