

Department of Mathematics
Skill Based Course 2019-20
Course Name: Advanced Excel
Syllabus

Total Hours: 32

- **Hello to Excel 2016**
- Introduction to Excel, · Launching Excel, Entering Data in Cell, Types of Data, Format Data, Edit Data, Best Fit/Auto fit, Moving around the Worksheet, Simple mathematical calculation, Saving of workbook, Opening an existing workbook, Closing workbooks and Excel
- **Managing workbook and worksheets**
- Working with rows and columns, · Change colour of text, Organise worksheet, Table and pre-defined table style, Use style for easier formatting, Custom List, Format Painter, Playing with , Cell References, Relative Cell references, Absolute Cell references, Mixed Cell References, Circular Cell references, 3-D Cell references
- **Excel 2016**
- Filling series, Flash fill, Number Formatting, Conditional Formatting, Name Range, Adding comments and formatting
- **Working with formulae**
- Understanding formula basics, Math and Trigonometry Functions, · Statistical Functions
- **Logical Functions**
- Logical Function, Application of Date Value
- **Working with formulae**
- Date related function, Math and Trigonometry Functions, Statistical Functions
- **Excel 2016**
- Data validation, Pasting in special ways
- **Lookup and References Functions**
- VLOOKUP, HLOOKUP
- **FINANCIAL FUNCTIONS**
- Financial Functions
- **Data Protection and Chart**
- Senario Manager, Goal Seek, Solver, Chart
- **Data Extraction**
- Filtering of Data, Remove Duplicates, Conditional Formatting - New Rules
- **Pivot Table and Charts**
- Why Pivot Table?, Creating Pivot Table, · Grouping Data in Pivot Table, Report Filters in Pivot Table, Slicers and timelines, Pivot Table Formatting, Pivot Chart
- **Excel 2016**
- Sorting a Table, Subtotalling of Data, Auditing, Tracing Cell Relationship, Consolidating Data
- **Excel 2016 - Functions**
- Concept of Arrays, Information Functions, Logical Functions, Custom Excel Templates
- Importing Data, Sparklines, Quick Analysis
- **Excel 2016 - Workbook**
- Splitting worksheet window, Freeze Panes, Tracking Workbook changes, Worksheet Protection
- Workbook Protection, Changing Pages Views, Page Setup Settings