Microsoft Excel Advanced

Course Modules:

1 Using Decision Making Functions
   1.1 IF Function
       1.1.1 Complex (Nested) IF Functions
   1.2 OR Function
   1.3 AND Function
   1.4 NOT Function
   1.5 Other Logical Functions
       1.5.1 ISBLANK Function
       1.5.2 ISERROR
       1.5.3 ISNONTEXT
       1.5.4 ISNUMBER
       1.5.5 ISTEXT
   1.6 Lookup function
   1.7 VLookup Function
   1.8 Index and Match Functions
       1.8.1 INDEX function
       1.8.2 MATCH function
   1.9 Comparison (Index and MATCH Combined functions)
2 Complex Solutions to solve Comparing issues
   2.1 Conditional Formatting and Data Validation
      2.1.1 Simple Conditional Formatting
      2.1.2 Clear Conditional Formatting Rules
      2.1.3 Formatting Range Values
      2.1.4 Top or Bottom Values Rules
      2.1.5 More Rules
      2.1.6 Advanced Rules using a formula
   2.2 Manage Rules
3 Data Validation
   3.1 Number Validation
   3.2 Adding an Input Message
   3.3 Changing the Data Validation Restriction
   3.4 List Validation
4 Working with Database and Tables Functions
   4.1 Database Functions
      4.1.1 DSUM Function
      4.1.2 DCOUNT Function
      4.1.3 DAVERAGE Function
      4.1.4 Subtotal Function
   4.2 Table Functions
      4.2.1 Arrays
      4.2.2 Transpose
      4.2.3 Create a Table
5 Analyzing Worksheet Data
   5.1 Analysis Data with Pivot table Report
   5.2 Advanced Charts
   5.3 Goal Seek
   5.4 Scenarios
   5.5 Data Table
6 Working with Advanced Charts
   6.1 Create two axis charts
   6.2 Create Sparkline
   6.3 Create More Complex Charts
7 Manipulating Text and Dates
   7.1 LEFT, RIGHT and MID Functions
      7.1.1 Left Function
      7.1.2 Right Function
      7.1.3 MID Function
   7.2 Change Case Functions
   7.3 Concatenate Text
   7.4 Dates Functions
      7.4.1 Day (), Month () and Year () Functions
      7.4.2 Today () Function
      7.4.3 Date () and Now () Functions
      7.4.4 Calculate hours between two different times
8 Auditing A Worksheet
   8.1 Tracing Precedents
   8.2 Tracing Dependents
   8.3 Tracing Errors In A Worksheet
   8.4 Evaluate Formulas
9 Protecting Worksheets and Workbooks
   9.1 Protect a Sheet
   9.2 Protect the Structure
   9.3 Protect the Window
   9.4 Track Changes
10 Working with Controls
   10.1 Check Box Control
   10.2 Scroll Bar Control
   10.3 Combo Box Control
   10.4 Option Button Control
11 Working with Macros
   11.1 Record a macro
   11.2 Create a macro by using Microsoft Visual Basic
   11.3 Copy part of a macro to create another macro
   11.4 Assign a macro to an object, graphic, or control
   11.5 Delete a macro
   11.6 New Macro