

# Advance Excel Training

January 23, 2022  
20 days

## Advance Excel Training Training in Nepal

### Who can benefit with Advanced Excel Training?

This specific course is designed for those who require dealing with sorting, filtering data, importing and exporting and analyzing data in day to day operation. Administrative staffs, fresh graduate students, researchers requiring statistical data analysis, Project management staffs, marketing/sales staffs, HR staffs, Finance and Account staffs,

Analyst, Managers are highly recommended to enroll this course. Prerequisites:

This course requires basic knowledge about operation in Microsoft Excel and familiarity with basic computer operating for enrolling in Advance Excel Training.

## Courses Outline

### Introduction of Excel

- About Excel Basics
- **Shortcut Keys** - basic & advance use of Arrow & Enter keys
- Customizing the Excel working environment
  - Using form controls
  - Creating templates
- Working with data

## Exploring excel database feature

- Importing data
- Sorting and filtering data
- Data validation

### **Data Table**

- Create a data table
- Feature of Nomenclature

## Other Documentation

- Creating dynamic list with pivot tables
- Analyzing alternative data sets
- Page setup and printing
- Collaborating with colleagues

## Functions and formulas

- Operators (arithmetic, comparison, text and reference operators)
- Calculation order and operator precedence
- Absolute and relative reference
- Look up & references functions
- Math & statistical functions
- Text functions
- Logical functions
- Power functions
- Date & time functions
- Watch window
- Calculation options

## Macros

- Visual basic editor, developer tab in excel
- Record, edit, run macro
- Saving a macro enabled workbook

## Errors

- Type of error
- Reason of error and fixing techniques

## Course End

- i. Group project and presentation
- ii. Certification

### **Courses duration:**

Total Sessions: 10 sessions; 2 hours a day