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TEERTHANKER MAHAVEER UNIVERSITY
TEERTHANKER MAHAVEER INSTITUTE OF MANAGEMENT & TECHNOLOGY

Present

ADVANCED Excel

Objective:

- Create pivot tables and charts
- Learn to trace precedents and super cell
- Convert text and validate and consolidate data
- Collaborate with others by protecting worksheets and workbooks
- Create, use, edit, and manage macros
- Import and export data

Outputs:

- The participant will learn to draw Event Expenses, Exam record, to do list, Database, Monthly Budget, Agenda, Receipt and Inventory

The Syllabus Covers The Following Skills:

Apply Custom Formats and Layout

1. Apply Custom Data Formats
2. Use Advanced Fill Options
3. Apply Advanced Conditional Formatting and Filtering
4. Apply Custom Styles and Templates, Use Form Controls
5. Prepare Workbooks for Internationalization
6. Use Outlines, Use Custom Views

Create Advance Formulas

1. Functions
2. Apply functions in formulas
3. Mathematical Functions
4. Financial Functions
5. Useful Data Functions, Some Other Useful Functions
6. Look up data by using functions, Apply advanced date and time functions, Functions for Manipulating Text, Arrays

Use Scenarios

1. Use What-if Analysis Tools, Create Scenarios
2. Merge Scenarios, Create Scenario Summaries
3. Use Data Tables
4. Create Advanced Charts, Basic Excel Charts
5. Use Area, Scatter & Stock Charts
6. Use Surface, Radar & Combination Charts
7. Create Custom Chart Templates, Work with Sparklines

Pivot Tables & Chart

1. Pivot Tables
2. Use Pivot Charts

Manage & Share Workbooks

1. Manage Workbook Versions
2. Copy Styles within Workbooks
3. Copy Macros within Workbooks, Use Task Chart and Comments
4. Merge Workbooks, Protect Workbooks, Sharing
5. Connect To External Data

