



Learn & Master the Art of **Excel**

Classroom | Online | Corporate

ADVANCE EXCEL CONTENT

Excel BASIC EXCEL

Structure of excel application
Hierarchy of excel application
Basic features of excel application
Formatting (Applying Borders, Colours and Font styles)

Excel BASIC EXCEL

Different Excel Versions (Differences)
Reference Concept (working with different sheets, workbooks & Closed workbook)

Excel BASIC EXCEL

Define Name (Single cell, Group of cells, formulae)
Creating Dropdowns by using Data validation and combo box
Hierarchy dropdown
Shortcut keys

Excel DATE AND TIME FUNCTIONS

DATEDIF, DATE, TODAY, NOW, WEEKDAY, DAY, MONTH, YEAR, NETWORKDAYS, NETWORKDAYS.INTL, WORKDAY, WORKDAY.INTL, MINUTE, HOUR, SECOND, WEEKNUM, EDATE and EOMONTH.

Excel LOGICAL FUNCTIONS

IF, IFS, AND, OR, NOT, TRUE, FALSE, IFERROR and Nested Functions

Excel ARITHMETIC FUNCTIONS

COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS, SUMPRODUCT, SUBTOTAL, AVERAGE, AVERAGEA, AVERAGEIF, AVERAGEIFS, MAX, MAXIFS, MIN, MINIFS, LARGE, SMALL, RANK, ROW, COLUMN, MOD and RANDBETWEEN.

Excel LOOKUP AND REFERENCE FUNCTIONS

Freezing Concept, CHOOSE, MATCH, VLOOKUP, HLOOKUP, XLOOKUP. Combination of Formulas, Array Formulas, VLOOKUP and COLUMN, VLOOKUP with IF and VLOOKUP with AND, Activities based on Form Controls.

Excel LOOKUP AND REFERENCE FUNCTIONS

INDEX, INDIRECT, WILDCARD, OFFSET. Combination of Formulas, Array Formulas, OFFSET and MATCH, OFFSET with IF.

Excel TEXT FUNCTIONS

UPPER, LOWER, PROPER, LEN, LEFT, RIGHT, MID, FIND, TRIM, CLEAN, CHAR, CODE, CONCATENATE, SUBSTITUTE, REPT, REPLACE, SEARCH, VALUE and TEXT, ABS, ROUND.

Excel CHARTS

Different areas of charts
Different types of charts
Static and dynamic charts (using formulae)

Excel PIVOTS

Static Pivots
Usage of formulae in pivot table

Excel HOME TAB AND INSERT TAB

Conversion of Formats, Merging and Wrapping the text, **Conditional Formatting**, Format as Table, Inserting and deletion of Rows, Columns and Sheets, Row height and Column width, Formulae based Conditional Formatting, Sparklines.

Excel DATA TAB, VIEW TAB, PAGE LAYOUT TAB AND REVIEW TAB

Protect Sheet, Protect Workbook, Hiding Formulas, Sharing Workbook, Track Changes (Highlight, Accept and Reject Changes), Inserting and Editing Comments, Data Consolidation, Scenario Manager, Goal Seek, Data Table, Group and Ungroup, Trace precedents/Trace Dependents Evaluate Formulas, Advance Sorting and Filtering, Text to Columns, Removing Duplicates, **Data Validation**.

Excel POWER QUERY

Introduction to power query
Data Transforming
Unpivot Data

Excel DASHBOARD

Dashboard based on real time scenarios

WHO THIS COURSE IS FOR

- ▶ MIS Aspirants
- ▶ Management Graduates
- ▶ Want Data Management Expertise
- ▶ Want a career in MIS, Data Analytics & Data Management
- ▶ This Excel Macro/VBA course is meant for those that use Microsoft Excel and are looking to become more efficient by automating their daily Excel tasks. No prior programming experience is required

DESCRIPTION

Join in this course and introduces you to the simplest and logical way to understand Excel environment in detail **and master the process of automating routine tasks through the use of Excel Macros and Excel VBA.**

The training starts with Excel Introduction and its interface, how to write a Formula in Excel and starts with basic formulas like Sum and Count then gradually move to the complex one like IF, IF with And, IF with OR, Nested IF. Then it will cover the whole Lookup Functionality. Financial Functions will be covered thereafter with Date & Time Functions.

It will also cover the basics to advance of Excel Charts, **types of charts** in Excel (e.g. Column, Bar, Line, Pie, Pie of Pie, Bar of Pie, Area, bubble chart etc.)

Data Validation, What-if Analysis

During this course you will build basic to advance working with Excel Macros and VBA. This course will be built as you engage and participate in project based Excel Macro/VBA exercises, detailed throughout the lectures within this course. Each of the projects will build upon one another, introducing a new concept each time, starting with the basic building blocks of automating any task within Excel and ending with a fully customized Excel VBA project that will automate a series of Excel tasks.

As you engage and participate in this course, you will be introduced to the wonders of creating simple Macros through the Macro and then quickly **take you into the world of Excel VBA where you will experience building a more dynamic, robust experience for yourself and your peers.**

Below are a few samples of the projects you will complete by enrolling and participating in this course.

- ▶ Interact with the users of your Macros through Input and Message boxes in order to receive input on how a Macros should work
- ▶ Cleaning up multiple Excel Worksheets and prepare the data to be reported on
- ▶ Create a report based on multiple sets of data found within multiple Excel Worksheets, copying data from one Worksheet into the Master Report Worksheet
- ▶ Automate the creation of Excel Formulas to SUM data up in your Report
- ▶ Working with Excel VBA User Forms

Each of these projects will direct you through key Excel VBA programming concepts and direct you to identify and use best practices in creating Excel Macros.

TESTIMONIAL



“ A great platform to learn Advanced Excel Macros. Trainer Deepthi Reddy is so efficient and well qualified, she makes things easy for you to learn. I thoroughly enjoyed the training. Kudos to Excel Logics. One of the Best training Institutes in Madhapur. Highly Recommend!!

Swetha ch
Sr Talent Acquisition Leader
The Home Depot (USA)

”

“ Excellent faculty and good place to learn for beginners and experienced. being a finance graduate got opportunity in Accenture for reporting role thanks to Excel logics for the assistance and training advance Excel and VBA. I would suggest a laymen to Excel and VBA to go for Excel Logics for better career opportunities

Harish Savio
VBA Developer



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“ A very good learning experience. They teach right from the basics and make sure all the topics are covered. You'll have an option to attend a class multiple times, get your personal queries on the topics resolved, go for practice sessions too. It was a fun-filled learning experience, a must go for interested people.!

Rama Krishna Kalivarapu
Business Aanalyst
Amazon INDIA

”

“ Very good teaching by Deepthi. Clear explanation of the concepts with examples. Flexible in terms of timings and mode of teaching. Dedicated and professional. Because of personal reason I could not attend class in person but deepthi was kind enough to do online classes. Syllabus covered is also good. I attended both advanced excel and VBA classes. I strongly recommend to join here if you are looking forward to learn excel.

Joshua Sam
Solution Analyst
Tech Mahindra



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“ Excel Logics is the best training institute for Advance Exel & VBA. It is an amazing institution for both freshers and experienced professionals. Trainer Deepthi Reddy is the best, her sessions are extremely engaging and easy to follow no matter your experience level. I highly recommend Excel Logics!!!

SYED FEROZE
Senior Business Analyst
Deloitte

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TRAINER PROFILE

Deepthi Reddy, a highly accomplished and renowned Trainer has an extensive work experience of 5 years. She carries a wide-ranging experience of 3 years, with ADP INDIA, RYTHMOS INDIA etc., into Corporate Training to serve as a trainer. Her contribution in enriching people's experiences is supported in trainings with Examples, Practical takeaways and excel automations. What began with a desire to train, led to the establishment of "Excel Logics" in 2014. Having shouldered responsibilities from Training to Automation, she brings a wealth of corporate experience which reinforces her skills to impact and connect with the audiences. Deepthi has above **15,000 participants** across all levels from freshers to experienced.

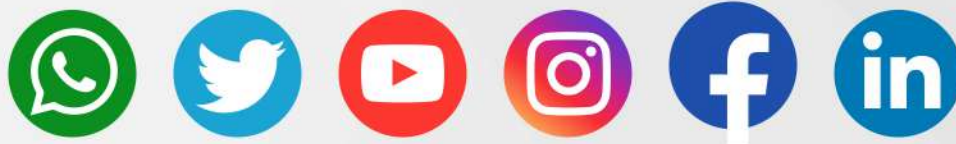
Deepthi's deep perspective, yet astounding simplicity leaves an everlasting impact on the participants as well as the ones who get to know her. She is a woman of Passion and Purpose, is high spirited and has a never-ending approach towards automation industry.

Deepthi has gained tremendous respect and appreciation through her various workshops on:

- Presentation Skills
- Logical Thinking
- Excel Automation
- One-on-One Coaching
- Training Consultant for Corporate Leaders

Her efforts and excellence have been always acknowledged as a well-known Trainer and preferred by various corporate companies for her extensive knowledge in MS Excel Training Programs.

WE'RE ON SOCIAL MEDIA



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