

Basic Excel

- Cell, Column, Row, Worksheet and Workbook.
- Sum ,Sum if & Sum ifs
- Average Max and Min
- Basic Operator (+ - / *^)
- Greater then equal to or less then (< = >)
- Round , Roundup and Round down
- Sorting and filtering data
- If and Else
- Conditional Formatting
- V-lookup
- True & False
- Data Validation
- Grouping, Ungrouping and Subtotals
- Filters, Custom Filters, Advanced Filters & List Type
- Pivot Tables & Merge pivots from multiple locations
- Goal Seek
- Consolidate data From multiple files
- Split Data using Text to Columns
- Remove Duplicates
- Data Recovery
- Importing Data from another location or file.
- Sorting Data on single and multiple criteria.
- Protection of Excel Files, Workbook, Worksheet and Cells
- Find Replace Blank Cells & Format Painter
- Hyperlinks

- Naming a Range, Cell etc.

Advance Excel +Basic Macros or Basic Excel + Advance Excel

1. Functions

- Left,Right,Mid& Trim
- Proper, Upper, Lower and Clean.....etc.
- Find& Replace
- Exact

2. Date And Time Functions

- Day
- Days360
- Now
- Today
- Time...etc

3. Look Up And Reference Functions

- Lookup & Hlook up
- Address
- Choose
- Index
- Match
- Rows
- Transpose...etc.

4. Mathematical Functions

- SumIFS
- Even
- Combine
- Odd
- Product
- Rand

- Rand between

5. Statistical Functions

- Len
- Count
- Count A
- CountIF,CountIFS
- Count Blank
- Rank
- Average,AverageIF&AverageIFS
- Subtotal Sign.

6. Information Functions

- Cell
- ISERROR
- ISNA
- INFO...etc

6 Formula Editing mode

- Show Formula
- Error Checking
- Calculations Options.
- And & OR
- IF & Nested IF
- IF Error , Is Error &Isna
- Multiple IF Conditions
- IF....Vlookup....Match
- IF...Hlookup....Match
- Concatenate & "&"

Basic Macros

1. Basic Macros

- VBA Editor-Info
- Msg Box
- Adding Workbook
- Adding Sheet
- Range...etc.

2. Introduction to Excel and Macros

- Excel and Visual Basic Editor
- Cell, Column, Row, Worksheet and Workbook.
- Basic formula SUM, Max and Min, If & Else, Vlookup, Sum, Mid, Is error Etc.
- Combining multiple Formulas in one
- Recording and running macro
- Storing macro in different books
- Creating buttons and assigning macro on it
- Sorting and filtering data
- Creating custom menus and toolbars
- Assignment
- Identify where we can record macros
- Find VBA codes using record macros

Complete Excel Advance Automation with VBA Macros(VBE)

1. Introduction To VBE (Visual Basic Editor)

- Introduction and Understanding the VBE
- Edit Macro Using VBE
- How to start write code
- Create Conditions (If.... Elseif Else or Select Case)
- Loop constructs (For..... Next, Do..... Loop, While... Wend)

- Logical Operators (+ - x ÷)
- Working with Cell, Column, Row, Range, Worksheet and Workbook.
- Copying and pasting
- Assignment

2. Introduction To User Forms & IT's Tool Box

- Variables, data types and constants
- Creating Data Entry forms and other Use of User forms.
- Working with VBA Toolbox and forms
- Creating Add-ins
- Assignment

3. Excel Re-Engineering

- Creating functions
- Error Handling
- Call Macros
- Pivot Table
- Assignment

4. Excel Live Project

- The project will be decide on day one, and from that day only we will start our learning and implementation in projects
- 100% Live project is only applicable for the candidate who is appearing for Complete Excel Advance Automation with VBA Macros