



EXCELPRINCE



About the Course

This Advance Excel course lets you master the Microsoft Excel tool. We provide the best training classes to help you learn Advance Excel Reports and deriving business insights. As part of this program, you will work on real world projects. Today all business enterprises and departments need extensive business insights, and through advance Excel techniques You can easily work with multiple sources of data, convert it into a report, graph or data visualization of your choice.

Excel 365 Course Contents



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Excel 365

Scope of Excel 365

With the help of this Program, you would be able to manage data in your respective company. Shortcuts and tips will be able to help you in your day-to-day routine work.

What will it cover?

With this Program you will be able to learn various important aspects of Excel like Conditional Formatting, Validation, Pivot Table, Chart, Advance Filtering, Smart Art, Themes, Formula Auditing, Extraction data from Different Sources, Web Queries, Goal Seek, Solver, Table, Connections, Protection on different level and lots more...

Detailed Contents:

Conditional Formatting: Beyond Simple Conditional Formats

Data Validation: Extended Uses of Data Validation •working with Validation Formulae •Lists and Lists That Depend on Other List Selections •Other Methods of Tracking down Invalid Entries

WHAT IF? Using Excel to help you make decisions •Use Goal Seek to find where you need to start to get where you need to go •Use an Excel Data Table to calculate dozens of possible outcomes •Create and manage alternative scenarios •Make more profit or incur less expense by using Excel Solver to identify the best solution

Sparkline: In-cell charts – showing 12 times as much information in the same amount of space •Careful with That Axis •The different types of Sparkline: lines, columns and win loss •Sparkline based on a dynamic data range

Working with External Data: Getting at your data using the Get External Data tools •Understand relational database • Excel 2019 Data Model create relationships within Excel

Advanced Uses of Pivot tables: Use advanced pivot table techniques to do more with your data •Calculated Fields and Calculated items •Using pivot tables as the calculation engine behind management Excel

Slicers and Timelines - make your pivot tables more interactive •Working with Pivot Charts •Building and interactive dashboard using pivot tables and Slicers

Power Pivot: The Excel 2019 Power Pivot add-in •Power Pivot data tools

Reporting with Power pivot: Creating powerful reports with Power Pivot •Hierarchies, Perspectives and Sets

- Recommended Pivot Table Apps of Office
- Power Mapping
- Connection between Tables (Referential Integrity) Web Queries
- Conditional formatting using formulas and cell values Highlighting duplicates in various ways
- Highlighting top records, bottom records Highlight above average, max, min, errors etc. Highlight single colour with multiple conditions

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- Calculation based conditional formatting Restriction using Data Validation Different Data Validation in Excel
- Complex calculation-based Data Validation Using Dynamic list in Data Validation Prevent wrong Decisions using Excel Tables Introduction to Excel Tables
- Power of Excel Tables
- Time saving features of Excel tables Calculation logic of excel tables Charts in Excel
- Elements of Charts
- Major charts used in Industry The Power of Pivot Tables Pivot Table creating methods Rearranging a Pivot Table Filtering Pivot Table Data Performing Custom calculation
- Creating dynamic Dashboards using Slicer Consolidating multiple sheets in less than a minute Creating multiple sheets in a single click using Pivot Data Filtering Techniques
- Introduction to Auto Filter
- Challenges in Auto Filter Power of Advance Filter
- Complex calculations-based filter colour using Wild Cards
- Analysing data with What-If Analysis Introduction to What-If Analysis Determine unknown with Goal-Seek Analyse Data with Data Table Enable Decision making using Solver View results with Scenario Manager Summarizing Data using Subtotal
- Introduction to Subtotal Logic behind subtotal Calculations in Subtotal Sparkline for Data Trends Introduction to Sparkline Types of Sparkline in Excel

Functions -Formula

Excel Function

Scope of Function - Formula

This program is the most important aspect of analytics. Through this you would be able to analyze your data; you would understand how to extract meaningful information from dump data. Formulas make Excel smart. Without them, Excel is just a data keeping tool. But by using formulas, you can crunch data, analyze it, and get answers to most complex questions.

What will it cover?

- **Lookup:** - (choose, lookup, indirect, match, transpose, vlookup, lookup, lookup (vector))
- **Logical:** - (and, if, not, or)
- **Date & Time:** - (date, datedif, datevalue, day, edate, minute, month, days360, eomonth, hour, timevalue, networkdays, now, second, time, today, weekday, workday, year etc.)
- **Database Function:** - (Daverage, Dcount, Dcounta, Dmax, Dmin, Dsum)
- **Financial Function:** - (Db etc.)
- **Information:** - (Cell, Countblank, Info, Isblank, Iserr, Iserror, Iseven, Islogical, Isna, Isnumber, Isodd, Isref, Istext, N, Na etc...)

Functions -Formula



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- **Mathematical:** - (Abs, Combin, Countif, Even, Fact, Gcd, Int, Lcm, Mod, Odd, Pi, Power, Product, Quotient, Rand, Randbetween, Roman, Round, Roundup, Sign, Sum, Sumif, Sumproduct, Rounddown, Sum (Running Total), Sumifs, Countifs,
- **Statistical:** - (Average, Correl, Count, Counta, Large, Max, Min, Mode, Permut, Rank, Small, Frequency, Median, Split Forename and Surname, T Etc...)
- **Text:** - (Char, Clean, Code, Concatenate, Dollar, Exact, Find, Fixed, Left, Len, Value, Lower, Mid, Proper, Replace, Rept, Right, Substitute, Text, Trim, Upper Etc...)
- Offset, Sumifs, Countifs, Workday.Intl, Networkday Intl, Iferror, etc
- Split & Merging Formula
- Dynamic Formulas

VBA-MACRO

Excel Macro (VBA) – Scope of Excel

Macro

VBA language, Excel can do what you tell it. Thus, enabling you to program Excel so that you can automate a boring report, format a big and ugly chart, clean-up some messy data. A macro is nothing but a set of instructions you give Excel in the VBA language and help automate common repetitive tasks. Macros are one of Excel's most powerful, yet underutilized feature. Using macros, you can save hours and boost productivity manifold.

What will it cover?

- **What is Macro?**
 - VBA Editor, Project Explorer, Code Pane, and Properties Window
 - The Object Browser
 - Assign Macro
- **Recording Macro**
 - How to record Macro
 - Shortcut keys
 - Limitations of Recoding
 - How to Optimize Recorded Macro
- **Recording Macro R1C1 Style**
 - Convert R1C1 Style into general
- **What is Variable?**
 - Type
 - Scope
 - Assign
 - Value transfer
 - Declaration (Implicit / Explicit)
 - Local, Static, Global
- **Object Model**
 - Hierarchy
 - Property/Event/Method
- **Difference between Subroutine and Function with example**
- **Worksheet Concept**
 - Different way to refer the Sheet (By Name, By Index)
 - Visibility
 - Renaming
 - Deletion (Single/Multiple)
 - Insertion (Single/Multiple)
 - Referring multiple sheets
 - Copy
 - Moving



- Workbook and Windows Concept
 - Opening
 - Activation
 - State (Minimize/Maximize/Resize)
 - Active window
 - Not Operator
- Refer Cell, Range, Columns, Row
 - Consecutive Range
 - Split range
 - Column Selection (Single/Multiple)
 - Row Selection (Single/Multiple)
 - Difference between Cell and Range
- With Statement
- Current Region and Used Range concept
- Special Cells
 - Comments
 - Formula
 - Visible
 - Constant
 - Last Row
 - Blank
- Filter Data
 - Single Criteria
 - Multiple Criteria
 - AND operator
 - OR Operator
 - Like Operator
 - Top item
 - Bottom item
- IF Statement
 - Simple if
 - If and Else
 - Sorting example
 - MsgBox
 - If else with MsgBox integration
 - Multiple Elseif
 - Nested if
- String and Conversion Functions
 - Concatenation
 - Split
 - Ucase
 - Lcase
 - Instr
 - Validation
 - Len
 - Cint
 - Val
- Offset Statement
 - Current region
 - Resize Range
 - Set
- While Loop
 - With Conditions
 - Play with variable
 - Inputbox
 - Increment Decrement
 - Is Empty
- For Loop
- Nested For Loop
- For Each loop
- Nested For Each Loop



- **Function Procedure**
 - Function through looping (for and for each)
 - Inbuilt Function (Multiple Examples)
- **Select Case Statement**
 - Difference between it and select case
 - Select case with Function Procedure
 - Calling Procedure
- **Array**
 - Option Base
 - Fixed Size
 - One Dimensional
 - Dynamic array
 - LBound, UBound
 - Redim
- **Error Handling Techniques**
 - Error Type
 - On Error Resume Next
 - On Error Goto Label
 - On Error Resume Again
 - On Error Goto 0
- **Calling Function in a Procedure**
 - Through File Handling Example
 - Through Function Procedure
- **Userform**
 - Label
 - Combobox
 - Listbox
 - OptionButton
 - Checkbox
 - Image
 - Frame
 - ToggleButton
 - Scrollbar
 - SpinBar
 - Property Window
 - How to handle Event (On File opening; Click, DoubleClick; Initialization; Activate; before Entry; before Exit etc.)
 - Validate User input (Multiple Examples)
 - Form as per Application Size (Hiding Excel)
 - Disable Application Visibility
- **Project Work**

Power Point –

Scope of Power Point

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools- all designed to be easy to use

What will it cover in Power Point?

- Creating a Presentation with Microsoft PowerPoint
- Modifying a Presentation
- Inserting Objects into a Presentation
- Finishing a Presentation
- Working with Advanced Tools and Masters
- Enhancing Charts
- Inserting Illustrations, Objects and Media Clips Using Advanced Features

Online-Learning Management System : All candidates have access to the online LMS that hosts content (lecture recordings, discussion forums, assignments, reading material) enable the candidates to continue their learning. The LMS provides an innovative learning environment that encourages collaborative approach between the candidates thus paving the way for maximizing learning effectiveness.

Career Support : We will provide you Career support through interview preparation and resume building sessions

Recording of each class : You will also get recorded video of each class which you attended. Which remains with you for lifetime & help you to understand the concept more deeply moreover you can revise the contents.

Online Class: You can Attend your class by staying anywhere in the world through Zoom Meeting. Which would save your commutation cost and your precious time. scenarios



Students View



Your way of teaching is outstanding, every query is solved clearly, be the student asks one time or multiple times the same question. The recordings still helps me to revise my concepts any time I need. And above all whenever I get stuck in my work, the first thought which comes to my mind is Only Prince Sir can help me in this. You make the classes interactive by using daily life scenarios and practical examples. Also, you never think of just completing the course and get rid off, like many similar institutes do. Your examples and assignments are very much similar to what is done in industry. At last I just want to conclude that you are not just a good trainer but a guide and a very nice human being



Your coaching services are not just up to mark but way above my expectations. The study material and daily class videos helped me a lot in my learning. Making things understand easily with real life scenarios and practical examples along with your guidance are the things which make your coaching institute very different from other such institutes. You are always there to help all your students whenever they need any help. In fact you go extra mile to help them. One last thing would like to say is that more than a good trainer you are very good human being and that is what makes you and your efforts towards us successful. Now it is our turn to make you proud by showcasing our talent at our work place and by making a good career in analytics field.



I am extremely thankful to have such a supportive cooperative trainer like you with whom I've learned so much each day and am improving all the time. The one thing I found very useful is that everything we talked about, we practiced. This opened my mind and gave me a good experience. I think this is a life changing program that will help many people. I learned countless things from you and had a fun time, and stored many things in my long term memory. The quality of training were excellent The best thing that I liked about your training was live class room videos through which we can never forget even after completion of course. Definitely Prince you are always there to help in our day to day life official queries. Which gives us support to achieve out our task in an easily manner.



I am really confused how to start as I have a lot to say but I can't express it in words. I want to thank you to became excellent trainer for me. Your way of teaching had provided In depth and extensive knowledge. Your excellent teaching skills and courteous personality has helped me tremendously through my journey to learn Analytics. Without your help and direction it was impossible. The best thing about your institute is to provide real time scenario and relevant examples. You always ready to resolve out issues/ doubts related previous class. Doesn't matter how much time it take. You rock and there is no comparison for your teaching. It's perfect and excellent.



The best thing is the Video recording of live class, it helps us to regain whatever is missed due to absence. I have not analysed other institutes however as per my observation, the emphasis on every small and big scenario along with the individual attention, makes it different. Have got some assistance from friends however realized that certain basic things were also not clear which I've learned now. Aspiring new knowledge and understanding the concept is in itself an achievement and helps in career improvement. Though in batch, still an individual attention is given and every concept is dealt with examples and demonstrations. Thank You Prince, the way you are educating professionals and further helping in career enhancement is great!!



Prince sir really you are Rock, Perfect and Real teacher who is well known with students as well as industry requirement very well which is very helpful to all of us for successful career. Best thing which helped me a lot in my learning. Live example and class's video recording is a unique way to tech in your institute is best, which will always helpful to me for my future growth. Your this type of teaching methodology differ you from other institute. You are great sir. I would like to say Thank you very much Prince Sir.



EXCELPRINCE

Power ahead in your career with ExcelPrince.

Start learning today.

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