

### Microsoft Excel Advanced Level Workshop & Certification

The Advanced Microsoft Excel workshop will teach you to use the advanced features of Excel in any version to their full extent.

This workshop is instructor led, and involves lots of examples and exercises in a workshop environment.

The workshop is for 3 days. Initial two days will be led by highly experienced Microsoft Certified trainer, our hands-on workshop mean that you will leave

with lots of practical Excel experience. And on the third day we will conduct an online project based exam with simulation. On successful completion of the simulation exam you will be credited with a Microsoft Office Specialist certification in Excel and a unique identification code with which you can be tracked by anyone anywhere globally to authenticate that you are certified by Microsoft.

#### CONTENTS

##### **1. Excel Basics 2016**

- The Excel Screen
- Moving About the Workbook
- Simple Data Entry
- Selecting Ranges
- Saving Workbook Formats

##### **2. Working With Worksheets**

- Copying/Moving/Renaming Worksheet(s)
- Inserting/Deleting/Grouping Worksheets
- Hiding & Unhiding Worksheets
- Hiding/ Unhiding Columns/ Rows
- Freezing Panes/Splitting Windows

##### **3. Adjusting a Worksheet**

- Inserting/Deleting Cells
- Inserting/Deleting/Resizing Rows/Columns

##### **4. Formulae**

- Formulae that Add/Subtract/Multiply/ Divide
- The Sum Function

##### **5. Formatting in Excel**

- Formatting Numbers/Dates/Currency
- Formatting for Effect Bolding/Italics/ Underling
- Cell/Background Colours
- Cell Alignment

##### **6. Condition Formatting**

##### **7. Working with Functions**

- Count/ Average /Maximum/ Minimum Functions

##### **8. Paste Special**

- Paste Special to Copy Formulae/Formats/Validations
- Paste Special to Add/Multiple & Transpose

## 9. Fill Series

- Filling a Series with formatting/ without formatting
- Filling a weekdays

## 10. Absolute Referencing

- Problems with Absolute/ Relative Cell Referencing
- Creating Absolute/ Mixed References

## 11. Define Names & Labels

- Creating/Deleting Labels/ Names
- Creating/Using Names in Formulas/ Across Workbooks

## 12. Filters & Data Sorting

- Applying & Using AutoFilter
- Sorting On More Than One Column

## 13. Chart Data Techniques

- The Chart Wizard
- Chart Types
- Adding Title/Legends/Labels
- Printing Charts
- Adding Data to a Chart
- Formatting/Renaming/Deleting Data Series
- Changing the Order of Data Series

## 14. PivotTables

- Creating, Formatting Simple PivotTables
- Page Field in a PivotTable
- Formatting a PivotTable
- Creating/Modifying a Pivot Chart

## 15. LOOKUP Functions

- The VLOOKUP

## 16. Logical Functions

- IFs and Nested IF Functions
- Using AND/ OR/ NOT Functions

## 17. Statistical Functions

- Using The SUMIF/COUNTIF Functions
- Using The AVERAGE/ COUNT

## 18. Text Functions

- Using The MID/ SEARCH/ LEFT/ RIGHT Functions
- Using the TRIM/ CLEAN/ UPPER/ LOWER Functions.

## 19. Validations

- Input Messages / Error Alerts/ Drop-Down Lists
- Conditional Formatting

## 20. Printing

- Simple Printing/Previewing
- Page Setup & Orientation
- Creating and Formatting Page Headers/Headers
- Custom views



## 21. Hyper / Data Linking

- Hyper linking data, within sheet / workbook
- Linking & Updating links between workbooks & application

## 22. Consolidation

- Consolidating Data with Identical/Different Layout

## 23. Protecting Workbooks

- Protecting sheets / workbooks / Files

## 24. Creating a macro

- Recording a Macro
- Running a Macro Using Menu Commands

# What is Microsoft Office Expert??

Microsoft Office Expert is the recognized globally as the premier credential chosen by individuals seeking to validate their knowledge, skills and abilities relating to the Microsoft Office applications.

## Sample certificate



**DIVYA R KRISHNAN**

has successfully completed the requirements to be recognized as a Microsoft Office Specialist Expert for

Office Excel® 2016 Expert

Office Excel® 2016  
Office Excel® 2016 Expert

Date of achievement: April 4, 2018  
verify.certipoint.com wuvXB-4SoQ

  
Satya Nadella  
Chief Executive Officer

**Microsoft**  
Office Specialist Expert



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# Benefits of Certificates

- Global Recognition
- Can acquire an immense knowledge in Microsoft Excel
- Can affix Microsoft Logo and ID on their resumes and social profiles which will be received on the successful completion of examination
- Employer can sort out the profile from others with its valuable presentation with Microsoft logo and ID
- Certificate with global validity and can access their certificates through online from anywhere in the world
- They can prove their competency and expertise through the Microsoft certification
- High profile job placements

