

StatCrunch

L E A R N I N G   S T A R T S   H E R E

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# Advanced Excel Content Outline

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# Introduction

- Start-up with MS Excel, Quick review on MS Excel Customize Ribbon, Quick Access Toolbar, Mini Toolbar.
  - Introduction of Excel shortcut keys: Chart will be provided by Advanced Excel.
  - Introduction to Excel Worksheet, Row, Column, Cells, etc.
  - Detailed discussion on Excel design, Back-End working structure, and Excel Options.
  - Use of Basic Operators Like: + - / \* ^ %.
  - Introduction to the Data and Data Formats.
  - Copy, Cut, Paste, Hide, Unhide, Link the Data in Rows, Columns, and Sheets.
  - Inserting, Deleting, Moving and linking the data in between the multiple sheets.
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# Introduction to the Paste Special all Option.

- (Formulas, Values, Formats, Comments, Validation, All using source themes, All except Borders, Column Widths, Formula and Number formats, Values and Number Formats, None, Add, Subtract, Multiply, Divide, Skip Blanks, and Transpose)
- Format Cells, Rows, Columns, and Sheets.
- Protection of Cells, Rows, Columns, and Sheets.
- Password protection to the Worksheet, Sheets, Rows, Columns, and Cells.
- Printer Properties and Page Setup (Page, Margin, Header/Footer, and Sheet) for Printing.
- Insert Logo to your worksheet while printing.

# Start-Up With Formulas: Part-I AND Working With Name Ranges

- **Text Functions:** Concatenate, Dollar, Left, Mid, Right, Lower, Upper, Proper, Replace, Rept, Find, Search, Substitute, Trim, Trunc, Convert.
- Combine multiple formulas
- Writing of the Complex formulas for improvement in formulas writing skills.
- **Date and Time Functions:** Date, Datevalue, Day, Day360, Minutes, Hours, Now, Today, Month, Year, Yearfrac, Time, Weekday, Workday, Networkdays.
- **Basic If Formulas:**
  - If, If with OR, If with AND, If with AND & OR, If with OR&AND.
  - If with Trim, If with Concatenation, If with Left, Mid, Right.
  - If with Other formulas, Complex formulas writing in If.



## Advanced Level if Formulas

Nested If (For Multiple Conditions), If condition used more than one time in the same formula.

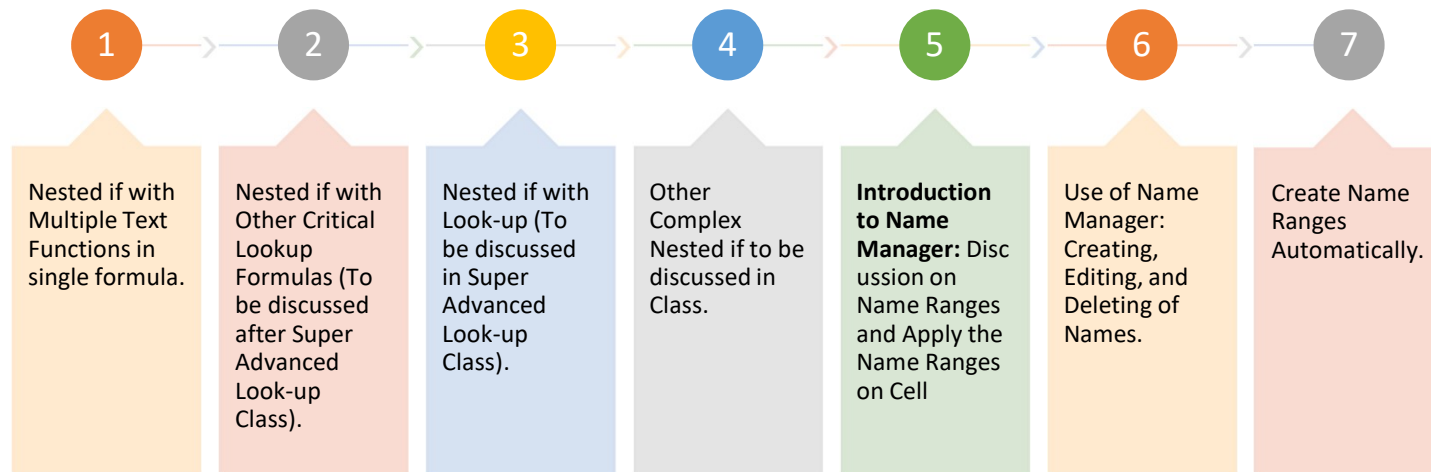
Production Store Management template with the help of Nested If. ( Example)

Nested if with left, Mid, Right

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# Super Advanced Level If Formulas (Huge Formula Writing):





# Start-Up With Formulas: Part-II And Use Of Tool Find & Select (Go To Special)

- **Math & Trig Functions:** ABS, Aggregate, Power, Product, Rand, Round, Rounddown, Roundup, Subtotal, Sum, Sumif, Sumifs, Sumproduct, Trunc.
  - Use of Sumproduct as lookup and in various activities.
  - **Statistical Functions:** Average, AverageA, Averageif, Averageifs, Count, CountA, Countblack, Countif, Countifs, MAX, MAXA, MIN, MINA, Small, Large.
  - Use of Sumif, Sumifs, Count if, Countifs, Averageif, Averaefis with the Name Ranges.
  - **Informative AND Other Functions:** Cell, Info, ISBLANK, ISERROR, ISEVEN, ISODD, DCOUNT, DSUM, DMAX, DMIN, DPRODUCT, Rank, Use of &.
  - **Use of Tool Find & Select:** Discussion on Excel's very important tool "Find & Select" (Go To Special) including all options: (Comments, Constants, Formulas, Blanks, Current region, Current array, Objects, Row differences, Column differences, Precedents, Dependents, Last cell, Visible cells only, Conditional formats, Data validation).
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# Start-Up With Formulas

## Part-III: Lookup Functions

- Lookup Functions:
    - **Basic Level Lookup Formulas:**
      - Discussion on Lookup Functions, Use of Lookup, Vlookup, Hlookup, Index, Indirect Match, Offset. Choose.
      - Vlookup with Name Range.
      - Hlookup with Name Range.
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# Advanced Level Lookup Formulas



- Vlookup with Match, Hlookup with Match.
- Lookup from the Left side of Data. (Lookup, Index and Match)
- Vlookup with Left, Mid and Right.
- Vlookup with Multiple Text Functions.
- Hlookup with Multiple Text Functions.



## Super Advanced Level Lookup Formulas (Huge Formula Writing)

- Vlookup from multiple Data Ranges.(With the help of Logical and Lookup Functions).
- Vlookup with arrays.
- Hlookup with arrays.
- Vlookup with other Multiple Lookup functions.
- Hlookupwith other Multiple Lookup functions.
- Creation of Hyperlink.



# Magic With Array Formulas

- **Detailed Discussion on Arrays:**
    - What are the Array Formulas, How Array Formulas work and Use of the Array Formulas, Acceptance of Array Formulas in today's scenario.
    - Basic Array Formulas Example.
    - Linking of Spread sheet with the help of Array
    - Array in Multiple formulas.
    - Array with Lookup functions.
    - Advanced Use of formulas with Array.
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## Structuring Of the Data & What If Analysis

- Use of Sorting to arrange the data in ascending and descending order. Addition and deletion of levels to sort the data on multiple parameters.
- Use of Sorting to arrange the data in Left to Right Order. Addition and deletion of levels to sort the data on multiple parameters.
- Use of Filter to extract the unique and desired data.
- Use of Custom Filter to fulfill the desired conditions.
- Use of Advance Filter to fulfill the multiple desired conditions.



# Structuring Of the Data & What If Analysis

- Use of Text to Columns for Rearrangement of Data.
  - Remove Duplicates from Data.
  - Use of Data Validation and Consolidation.
  - Use of Data Validation as a magical tool.
  - Data of Grouping, Ungrouping, and Subtotal.
  - Detailed Discussion On What if Analysis. Analysis of Data by using Scenario Manager and Data Table and Goal Seek.
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# Conditional Formatting And Working With Charts

- **Conditional Formatting:** Detailed discussion on conditional formatting.
  - Conditional Formatting with multiple cell rules and Top/Bottom Rules.
  - Conditional Formatting with Data Bars. Colour Scales and Icon Sets.
  - Conditional Formatting on Desired Output, Create New rules, Managing the rules.
  - Apply any formula to Conditional formatting.
  - Choose Formatting as Table and different Cell Style.
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# Working With Charts



- Detailed discussion on graphical presentation of Data by using Charts.
- Presentation with different kinds of Basic charts like Column Charts, Line Charts, Pie Charts, Bar Charts, and Scatter Charts
- **Preparation of Advanced Level of Charts:** Gnatt Chart, Bubble Chart, Speedo Meter Chart. Pareto Chart
- **Introduction to Multiple switches and buttons:** Like Form Control, Combo Box, Check Box, Spin Box, List Box, and Option Box.
- How To Use Switches with Offset function effectively in Charts.
- Preparation of the Interactive Charts.

# Preparation of the Dashboards



- Different of Kinds of Advanced Levels of Dashboards
- Use of Formulas Like Offset, Match, Sumif, Sumifs, and many more to prepare the Dashboards.
- Use of Data Validation in Charting.
- Use of Sparkline to your Sheet, Interactive Sparklines
- Working with 2axis and 3axis charts.





## **Pivot Table and Pivot Charts With Slicer And Handling Of Errors In Excel**

- Start With Pivot Table, Do the Multiple Field Setting in Pivot Table.
  - Pivot form the Multiple Source of Data.
  - Pivot from the Multiple Data Ranges.
  - Pivot from the Name Range.
  - Do the Juggling of Data in Pivot Table and Work on the layout of Pivot Table.
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## Pivot Table and Pivot Charts With Slicer And Handling Of Errors In Excel

- Creating Groups, Insert additional Calculated Field in Pivot Table.
  - Perform the % calculation based on multiple fields.
  - Start up with Pivot charts.
  - Insert slicer in Pivot Table and Pivot charts.
  - Use of Tool “Error Checking”.
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# Pivot Table and Pivot Charts With Slicer And Handling Of Errors In Excel

- Removing Duplicates.
- Trace Precedents, Trace Dependents.
- Discussion of Errors and handling of multiple errors like. #DIV/0! , #N/A, # REF, #NAME, #VALUE, # NULL, #NUM and #####Error.
- What is Circular References error? How to rectify Circular Reference?



# Start With VBA Macro Programming

- **Introduction of VBA:** Detailed Introduction of VBA Macro Programming. Discussion on need of VBA Macros. Where to apply the VBA Macro. Benefits and limitations of VBA Macro.
  - Type of VBA Macro.
  - Display of Developers Tab and VB Editor.
  - Macro Security.
  - How to record a VBA Macro.
  - Execution of recorded Macro.
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EDITING THE RECORDED MACRO.

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VARIOUS KEYBOARD SHORT CUTS  
RELATED TO VBA MACROS.

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WORKING ON VARIOUS EXAMPLES OF  
MACRO RECORDERS.

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INTRODUCTION TO THE WRITING OF  
BASIC VBA CODES.

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SAVING OFF YOUR MACRO.

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INTRODUCTION TO THE PERSONAL  
MACROS.

## **Start With VBA Macro Programming:**

# StatCrunch

LEARNING STARTS HERE

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