



Let Us <sup>Rise</sup> Above The Rest  
MSPM's

Deogiri Institute of Engineering and Management Studies  
Department of Master of Business Administration

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Date: 14/04/2022

## Notice

All MBA I st Year Students are hereby informed that, we are starting Advance Excel Course from 18 th April 2022. Interested students should enroll their names towards Dr. Chandrakant Phad.

Kindly take note of it

Course Coordinator

HOD

## SYLLABUS OF ADVANCE EXCEL COURSE

**Objective of the Course** – After completion of the course the students will be able to understand the Basic/Advance Excel. They will be able to create formula, Functions and also can do analysis using Powerful tool of Advance Excel which can be used for Research work or Office Automation.

### Contents –

#### 1. Overview & Basics of the Excel

Spreadsheets Basics; Creating, Editing, Saving and Printing Spreadsheets; Working with Functions and Formulae; Common Functions (AVERAGE, MIN, MAX, COUNT, COUNTA, IF); Formatting Worksheets; Graphically Representing Data: Charts and Graphs; Customizing Common Options in Excel; Protecting and Un-protecting Worksheets and Cells

#### 2. Advance Excel - Formatting

Using Auto formatting option for worksheet; Using conditional formatting option for Row, Column and Cell.

#### 3. Advance Excel - Working with Formulas and Functions:

Absolute, Relative and Mixed cell reference; Nested Functions-Name cells/ranges/constants; Logical Functions using IF, AND, OR, NOT; Power Functions (CountIf, CountIfS, SumIf, SumIfS); Working with Table Objective.

#### 4. Advance Excel – Sorting and Filtering Data:

Sorting Tables, Using multiple level Sorting, Using custom Sorting; Filtering Data for selected View (Auto Filter); Using Advance Filter Options.

#### 5. Advance Excel – Using Lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

Vlookup with Exact Match, Approximate Match; Using Vlookup to consolidate Data from Multiple Sheets; Search data with Match and Index with Exact Match, Approximate Match.

**6. Advance Excel Course – Working with Reports**

Creating Pivot Table; Formatting and Customizing Pivot Table; Using advance Options of Pivot Table; Show values as (% of Row, % of Column), Running Table, Compare with specific field); Viewing Subtotals under Pivot; Pivot Charts.

**7. Advance Excel – More Functions**

Text Functions; Date and Time Functions; Statistical Functions; Array Functions; Financial Functions; Database Functions.

**8. Advance Excel – Charts**

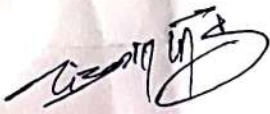
Creating 2D Charts; Formatting Charts; Creating 3D Graphs; Using Bar and Line Charts together; Using Secondary Axis in Graphs.

**9. Advance Excel – WhatIf Analysis**

Goal Seek; Data Tables; Scenario Manager

**10. Advance Excel – Macros**

Relative and Absolute Macros; Editing Macros.



Course In-Charge



HOD



Vice-Principal



Director















