

ADVANCED EXCEL

Topics(Adv Excel)

Creating A Chart With 2D or 3D
Creating Column Chart
Creating Pie Chart
Creating Line Chart
Creating Cylinder Chat
Moving A Chart
Resizing A Chart
Changing A Chart Type

Using Illustrations to Insert Graphics

Formatting Objects
Inserting Word Art
Inserting Smart Art
Inserting Hyperlink
Viewing And Editing Comments
Importing MS-Access Data into Excel
Importing Text Data into Excel
Export Data From Excel In CSV files
Using Conditional Formatting
Format As Table
Using Cell Style
Creating And Recording Macro
Running A Macro
Saving Macro In Macro Enabled Workbook
Tracing Formula Precedents
Tracing Cell Dependents
Error Checking
Creating A Pivot Table
Filtering Pivot Table Data
Creating A Pivot Chart
Adding Subtotals To A List
Applying Advance Filters
Adding Group & Outline Criteria
Using Data Validation

Text To Column
Creating And Displaying Scenario
Locking And Unlocking Cells In A Workbook
Protecting A Workbook
Creating A Shared Workbook
Tracking Changes To A Workbook
Accepting And rejecting Changes To A Workbook

Password Protecting Workbook

Number Format

Currency Format

Accounting Format

Cells Allignments

Border

Fills

Cell Size

Visibility(Hide & Unhide)

If Function And Nested If Statement

Countblank

FUNCTIONS

FV

PV

PMT

IPMT

PPMT

Rounddown

Roundup

Sum

Average

Power

Count

Max

Min

Index

Match

Now

Today

Sqrt

Upper
Lower
Left
Right
Mid
Len
Concatenate
Proper

Custom View

Add
Delete
Show

Watch Windows

Add
Remove
Watch To Cells

Lookup

Vlookup
Hlookup

VISUAL BASIC FOR APPLICATION (VBA)

VBA, or Visual Basic for Applications, is a programming language that lets you automate tasks within Excel .

Excel Objects

- Workbook Included
- Object Hierarchy
- Application
- Workbook
- Worksheet
- Range
- Command Bars

Variables and Constants

- Data types
- Variable
- Levels
- Declaring Variable
- Constants

Loops

- Type of Loops,
- Loop Pitfalls

Effective Decision Making

- If/And/or
- Select Case
- Dates and Times
- Workbook and Worksheet Event
- Debugging and Error Handling
- Prevention
- Good Habits
- Runtime Error
- Excel Worksheet

- Functions insert VBA
- Specific Examples
- Excels Built-In Feature
- User Defined Function
- Good vs Bad
- Arguments
- Calculation

Controls

- Active X
- Control Toolbox
- Control Properties
- Control Parents
- User Forms Introduction
- Filling User Form Controls
- Putting Data into our Controls
- When to Put Data into Our Control
- Filling a List Box and/or combo Box using Loops
- Multi-Page Control
- Creating a wizard using the Multi-Page Control
- Validating the User Inputs
- Some useful Methods and Functions
- When to apply Validation
- Control Events Which Controls to use and When
- Parsing Control Values Back to a Spreadsheet
- Parsing Range Value the User Form Controls
- Option Buttons and Check Boxes in Details
- True and False Creating Template Controls
- Using the Ref Edit Control
- Finding the Active Control
- Creating Controls at Runtime