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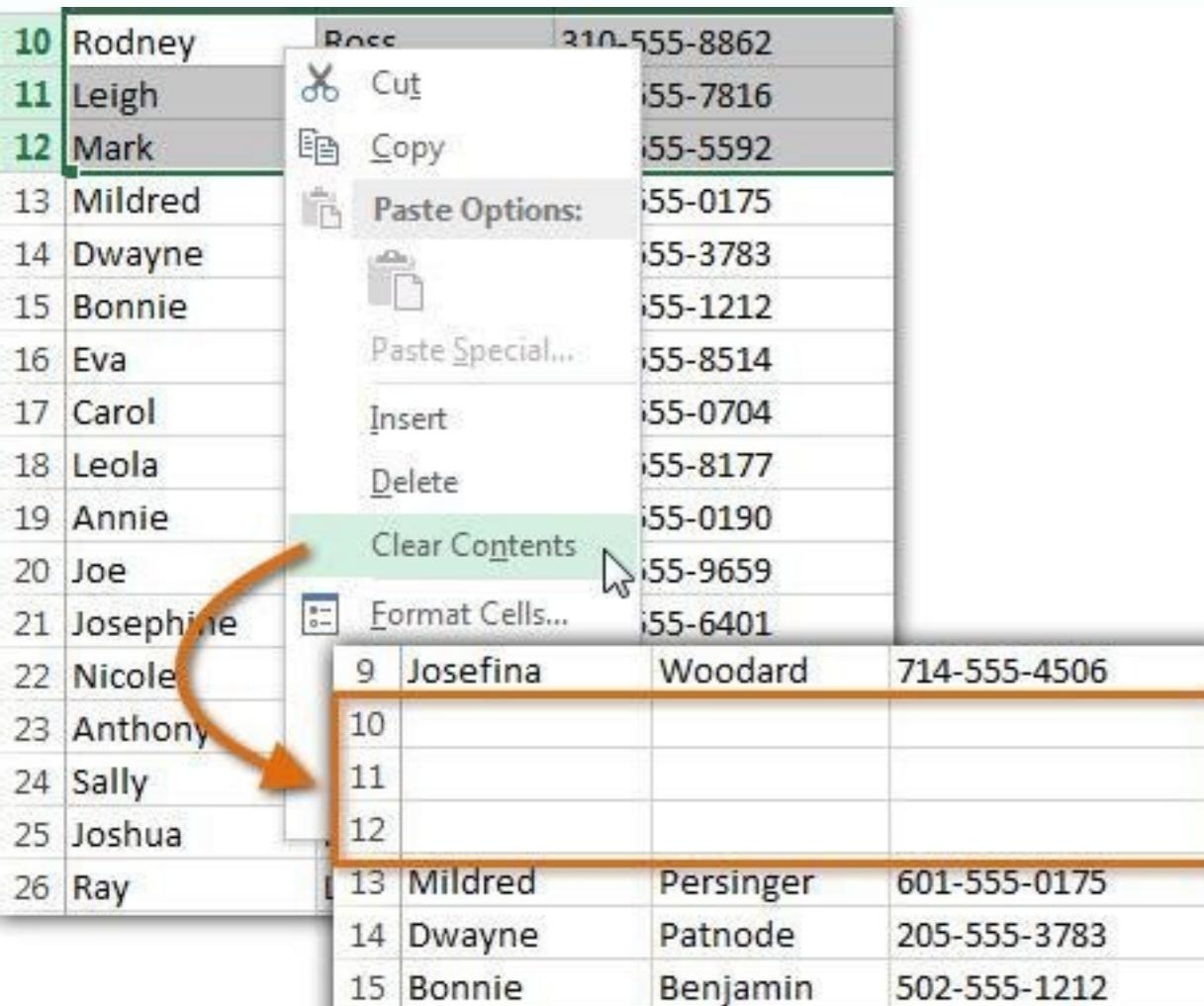
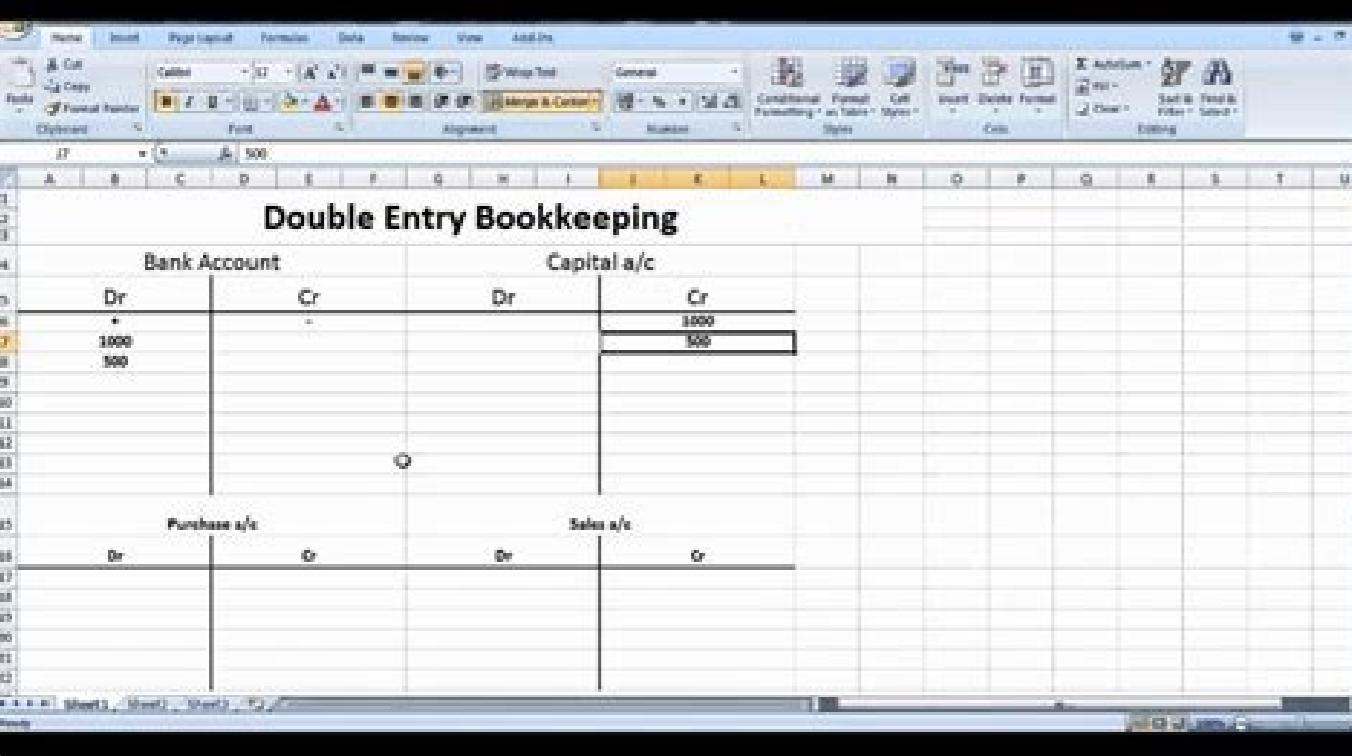
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[Advanced Excel Training](#)

Class	Syllabus	Training Details
Class 1		Uses of Excel Formulas
Class 2	EXCEL FUNCTIONS	SUM, SUBTOTAL, ADDRESS, AVERAGE, CHAR, COLUMN, COLUMNS, CONCATENATE, COUNT, COUNTA, COUNTBLANK, EXACT, HYPERLINK, RIGHT, LEFT, MID, LEN, LOWER, UPPER, TEXT, OFFSET, PROPER, MAX, SEARCH, TIME, DATE, DAY, MONTH, YEAR, FIND, REPLACE, ROUND, ROW, ROWS, SUBSTITUTE, TODAY, TRANSPOSE, TRIM, INDIRECT, NETWORKDAYS, DATEDIF, MOD, NOW etc
Class 3	EXCEL ADVANCE FUNCTIONS	<p>Various Methods and Uses of Advance Excel Formulas: VLOOKUP, HLOOKUP, SUMIF, SUMIFS, SUMPRODUCT, DSUM, COUNTIF, COUNTIFS, IF, IFERROR, ISERROR, ISNA, ISNUMBER, ISNOTTEXT, ISBLANK, ISTEXT, GETPIVOTDATA, DCOUNT, DCOUNTA, OR, AND, SEARCH, INDEX, MATCH etc.</p> <p>Introducing the above mentioned options How to use/apply the excel formulae in various situations How to combine two or more excel formulae to get desired results How to combine the formulae with IF Condition</p>
Class 4	EXCEL OPTIONS	<p>Various Methods and Options of Pivot Table Various Methods of Filter and Advance Filter options Creating and Updating Subtotals Various Methods of Text to Column options Uses of Data Grouping and Consolidation options Uses of Goal Seek and Scenarios Manager Various Method of Sorting Data Creating, Formattting and Modifying Chart</p> <p>Data Validation, Creating drop down lists using different data sources Linking Workbooks and Uses of Edit Link options Excel Options, Customizing the Quick Access Tool Bar Formula Auditing features and Trace formula error</p>
Class 5	ACCESS DATABASE & RECORD MACRO	<p>Create a New Table and Database in MS Access Load the Data into Access Database Create a Query in Access Database Create Single and Multiple Mapping Tables Filter Single and Multiple criteria using Access Query Create Query for Data Grouping Create Query to Select required Columns Retrieve specific data using Logical Access Query Create Access Query to Update, Change and Delete the Information in Access Recording, Viewing and Editing Macro VBA code</p>
Class 6	ADVANCED EXCEL FUNCTIONS	<p>Various Methods and Uses of IF Conditions & Advanced Formulas When should use the "if" Conditions? Creation of Multiple IF Conditions in One Cell Use the IF Conditions with the Other Advance Functions How to use nested IF statements in Excel with AND, OR Functions How to combine two or more excel formulae to get desired results How to combine the formulae with IF Condition How to use/apply the Advanced excel formulae in various situations</p>

EMPLOYEE ATTENDANCE SHEET



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