



EXCEL ADVANCE

SYLLABUS



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CYPAD SERVICES LIMITED

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Section 1: Getting the Most From Your Data

Lesson 1.1: Getting the Most from Your Data

Using Automatic Outlining

Displaying and Collapsing Levels

Grouping Data Manually

Creating Subtotals

Lesson 1.2: PivotTables

What is a PivotTable?

Creating a PivotTable

Creating a PivotTable Frame

Specifying PivotTable Data

Rearranging PivotTable Data

Lesson 1.3: More About PivotTables

Modifying PivotTable Calculations

Formatting a PivotTable

Refreshing a PivotTable

Charting a PivotTable

Creating a PivotTable Based on External Data

Lesson 1.4: Exploring Scenarios

What is a Scenario?

Creating a Scenario

Creating a Scenario Summary Report

Saving Multiple Scenarios

Lesson 1.5: What If Analysis

Using a One and Two Input Data Table

Using Goal Seek

Using Solver

Section 2: Hyperlinks

Lesson 2.1: Excel and Hyperlinks

What is a Hyperlink

Inserting Hyperlinks

Modifying Hyperlinks

Using Hyperlinks in Excel

Section 3: Other Excel Tasks

Lesson 3.1: Creating and Using Shared Workbooks

Sharing a Workbook

Opening and Editing a Shared Workbook

Tracking Changes

Resolving Conflicts in a Shared Workbook

Lesson 3.2: Using Custom AutoFill Lists

What is an AutoFill List?

Creating a Custom AutoFill List

Modifying a Custom AutoFill List

Using a Custom AutoFill List

Lesson 3.3: Using the VLOOKUP Function

Using VLOOKUP to Find Data

How to Find an Exact Match with VLOOKUP

Finding the Closest Match with VLOOKUP

Lesson 3.4: Linking, Consolidating, and Combining Workbooks

Linking Workbooks

Consolidating Workbooks

Combining Worksheets