

Basic to Advance Level Excel

* Course Outline *

Topics	Coverage
Working with Name Range	<p>What does naming a cell range mean? Rules for naming cells and ranges Naming cell range(s) in a worksheet Navigating through workbooks using named ranges Creating named ranges automatically based on cell values</p>
Numeric/Statistical Functions	<p>SUM, SUMIF, SUMIFS AVERAGE, AVERAGEIF, AVERAGEIFS COUNT, COUNTIF, COUNTA, COUNTBLANK MAX, MIN, LARGE, SMALL</p>
Understanding References	<p>Understanding References Relative References Absolute References Mixed References Utilizing names for writing formulae.</p>
Filter Advanced & Column Sorting	<p>Basic Filters Advanced Filters Column Sorting</p>
Logical Functions	<p>If Function AND, OR Function Nested Functions</p>
Conditional Formatting	<p>Create Conditional Formatting Rule 1 to 6</p>
Date & Time Functions	<p>TODAY, NOW DAY, MONTH, YEAR WEEKDAY</p>
Working with Tables	<p>Creating Table</p>
	<p>Exploring Table Design Tab Slicers</p>

Lookup & Array Functions

VLOOKUP
HLOOKUP
MATCH
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Pivot Table

Understanding a Pivot Table
Creating a Pivot table
Working with Charts

Embedded AI

Analyze Data
Recommended Pivot
Recommended Charts
Flash Fill
Using ChatGPT
- for Data Analysis
- for Formula Writing
- for Data Generation