

Advanced Excel

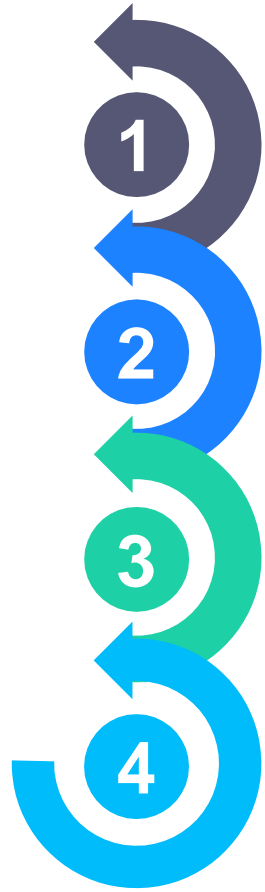
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- Cell Referencing: Fixing of Row /Columns
- Define Range
- Wildcard: ? & *
- Data Validation
- Conditional Formatting
- Sorting & Filter
- Sparklines

Advanced Excel



Pivot

- Table/ Chart
- Slicer/ Timeline
- Other useful features

Charts

- Line, Column, Bar, Combo Etc
- Formatting

Hyperlink

- Text
- Image
- Object

Subtotal &
Grouping /
Ungrouping

Formulas/Functions

Useful Functions

- Count, Counta, Countif, Countifs
- Sum, Sumif, Sumifs
- Max, Min, Large & Small
- Simple If, Nested If, Or, And

Lookup Functions

- Simple vlookup & hlookup
- Left lookup (choose)
- 2 way lookup (match)
- Multicolumn lookup (row/columns)

Text Functions

- Proper, upper, lower
- left, mid, right
- Trim, clean & len
- find & search

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