



Syllabus for Advance Excel

1: Excel: Chart Recommendations

- 1.1 Change in Charts Group
- 1.2 Chart Recommendations
- 1.3 Fine Tune Charts
 - Chart Elements
 - Chart Styles and Colors
 - Chart Filters
- 1.4 Select/ Deselect Chart Elements
- 1.5 Format Style
- 1.6 Format Color
- 1.7 Filter Data displayed on the Chart

2: Format Charts

- 2.1 Format Axis
- 2.2 Combo Charts

3: Chart Design

- 3.1 Ribbon of Chart tools
- 3.2 Quick Layout
- 3.3 Change Colors
- 3.4 Chart Styles
- 3.5 Switch Row/Column
- 3.6 Move Chart

4: Richer Data Labels

- 4.1 Formatting Data Labels
- 4.2 Look of the Data Labels
- 4.3 Shape of the Data Labels
- 4.4 Resize a Data Label
- 4.5 Add a Field to a Data Label

5: Leader Lines

- 5.1 What is Leader Line?
- 5.2 Add a Leader Line
- 5.3 Format Leader Lines

6: Functions

- 6.1 Functions by Category
- 6.2 Date Functions
- 6.3 Time Functions
- 6.4 Text Functions
- 6.5 Lookup and References Functions
- 6.6 Information Functions
- 6.7 Logical Functions
- 6.8 Statistical Functions
- 6.9 Maths and Trigonometry Functions
- 6.10 Financial Functions
- 6.11 Engineering Functions
- 6.12 Another Functions
- 6.13 User Defined Functions in Add-ins
 - CALL
 - EUROCONVERT
 - REGISTER.ID
 - SQL.REQUEST
- 6.14 Web Functions

7: PivotTable Recommendations

- 7.1 Recommended Pivot Tables
- 7.2 Analyze External Data
- 7.3 Connect to new External Data Source
- 7.4 Using the Field List Option
- 7.5 PivotTable Based on Multiple Tables

8: Slicers and Flash Fill

- 8.1 What is Slicers?
- 8.2 Inserting Slicers to Tables
- 8.3 Flash Fill Overview
- 8.4 Using Flash Fill Feature

9: Data Model

- 9.1 Data Model Introduction
- 9.2 Add Data from Files
- 9.3 Explore Data Using Pivot Table
- 9.4 Create Relationship between Tables

10: Power Pivot

- 10.1 What is Power Pivot?
- 10.2 Using Power Table
- 10.3 Data Model using Calculated Columns
- 10.4 Relationship using Calculated Columns

11: Power View and Format Reports

- 11.1 What is Power View
- 11.2 Create a Power View Sheet
- 11.3 Format Reports
- 11.4 Hyperlinks
- 11.5 Printing

12: Excel Templates and File Formats

- 12.1 Using different Templates
- 12.2 Margin Properties
- 12.3 Margin-Shorthand Property
- 12.4 the Auto Value
- 12.5 The Inherit Value
- 12.6 File Formats in Excel
- 12.7 Save Workbook in another File Format
 - Excel File Format
 - Text file Format
- 12.8 Other File Formats
 - PDF
 - OpenDocument Spreadsheet
 - XPS Document
 - DBF 3 and DBF 4