

ZED AGE SYLLABUS

Advanced Excel

► Working with Formulas/Functions

- Lookup and Reference Functions
- Logical Functions
- Database Functions
- Date and Time Functions
- Information Functions
- Math and Trigonometry Functions
- Statistical Functions
- Text Functions

► Conditional Formatting

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Color Scales and Icon Sets in Conditional formatting
- Creating New Rules and Managing Existing Rules

► Data Sorting and Filtering

- Sorting Data by Values, Colors, etc
- Using Filters to Sort Data
- Advance filtering Options

► Pivot Tables

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Charts and Making Dynamic Pivot Charts

► Pivot Charts

- Creating Pivot Charts
- Types of Pivot Charts and their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts

► VBA Macro

- Introduction to VBA Macro
- Recording Macro and Understanding Code Behind
- Editing, Writing VBA Code and Saving as Macro or Add-in
- Adding Add-ins in Excel
- Creating User Defined Functions

