

## Advanced Excel

### Manage data cells and ranges

#### Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

#### Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

#### Define and reference named ranges

- Define a named range
- Name a table

#### Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

### Manage worksheets and workbooks

#### Import data into workbooks

- **Import data from .txt files**
- **Import data from .csv files**

### **Navigate within workbooks**

- **Search for data within a workbook**
- **Navigate to named cells, ranges, or workbook elements**
- **Insert and remove hyperlinks**

### **Format worksheets and workbooks**

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

### **Customize options and views**

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

### **Configure content for collaboration**

- Set a print area
- Save workbooks in alternative file formats Configure print settings
- Inspect workbooks for issues

## **Manage tables and table data**

### **Create and format tables**

#### **Create Excel tables from cell ranges**

- Apply table styles
- Convert tables to cell ranges

## Modify tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

## Filter and sort table data

- Filter records
- Sort data by multiple columns

## Perform operations by using formulas and functions

### Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

### Calculate and transform data

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

### Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

## Manage charts

### Create charts

- Create charts
- Create chart sheets

### Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

### Format charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility

## **PIVOT TABLES**

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range

## **PIVOT CHARTS**

- Creating Pivot Charts
- Types of Pivot Charts and their Usage

## **WHAT IF ANALYSIS**

- Scenario Manager
- Goal Seek
- Data Table
- Subtotal
- Remove Duplicates

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