MICROSOFT EXCEL & VBA

Introduction to Excel:

- Short Keys
- Formatting (Applying Borders, Colors and Font styles)
- Conversion of Formats
- Merging and Wrapping the text
- Conditional Formatting
- Format as Table
- Inserting and deletion of Rows, Columns and Sheets
- Row height and Column width Formulae based
- Conditional Formatting

Tables, Illustrations and charts:

- Hide and Unhide of Rows, Columns and Sheet Protecting sheet and Workbook
- Move or Copy, Rename sheet and Tab Color Filling series of Numbers and Dates Sorting and Filtering Pivot Tables
- Usage of Formulas in Pivot Tables
- Inserting pictures, Clip art, Text box, Shapes and Smart Art Usage of Charts (Column, Pie, Bar, Line) Usage of Dynamic ranges in Charts

Proofing, Comments and Changes:

- Inserting Hyperlinks
- Linking sheets, Cells, Workbook, Range and Mail
- Header-Footer, Word Art and Signature Line
- Inserting Objects
- Protect Sheet
- Protect Workbook
- Hiding Formulas
- Sharing Workbook
- Track Changes (Highlight, Accept and Reject Changes)
- Inserting and Editing Comments

Page setup, Scale to fit and Arrange:

- Inserting Comments and Spell check
- Freeze Panes (Rows and Columns)
- Save workspace, Switch windows and Split window
- Arranging the window (Vertically and Horizontally) Page Layout, Gridlines and Formula bar Paper margins, Gridlines and Paper size
- Page breaks, Applying background and Print titles Row repeat at top and Print preview

Connections and Data Tools:

- Data Importing (From Access, Web and Text)
- Other Sources (SQL server and XML)
- Advance Sorting and Filtering
- Text to Columns
- Removing Duplicates
- Data Validation
- List box, Formula based restrictions
- Customization of error alert and Input box
- Types of Alerts (Stop, Warning and information)
- Highlighting the Invalid data

Data Tools and Outline:

- Data Consolidation
- Scenario Manager
- Goal Seek
- Data Table
- Group and Ungroup
- Adding subtotals to the list
- Defining name to the range
- Name manger editing
- Trace precedents/Trace Dependents
- Evaluate Formulas

Text, Arithmetical Functions:

- UPPER, LOWER, PROPER, LEN, LEFT, RIGHT, MID,
- FIND, TRIM, CLEAN, CHAR, CODE,
- CONCATENATE, SUBSTITUTE, EXACT, REPT,
- REPLACE, SEARCH, VALUE and TEXT.
- ABS, ROUND, SUM, SUMIF, SUMIFS, SUMPRODUCT, SUBTOTAL and RANDBETWEEN
- Activities based on the above functions

Date & Time and Logical Functions:

- DATEDIF, DATE, TODAY, NOW, WEEKDAY, MONTH, YEAR, YEARFRAC, NETWORKDAYS, DAYS360, MINUTE, HOUR, SECOND, WEEKNUM, EDATE and EOMONTH.
- IF, AND, OR, NOT, TRUE, FALSE, IFERROR and Nested Functions. Activities based on the above functions.

Statistical and Information Functions:

- AVERAGE, AVERAGEIF, AVERAGEIFS, COUNT, COUNTA,
- COUNTBLANK, COUNTIF, COUNTIFS, LARGE, SMALL, MAX, MIN, RANK, ROWS, ROW, COLUMN and COLUMNS
- ISBLANK, ISERROR, ISNUMBER, ISTEXT and ISNA Activities based on the above functions

Lookup and References:

- VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET, CHOOSE and INDIRECT.
- VLOOKUP with MATCH, IFERROR, WILDCARD and CHOOSE.
- Combination of Formulas
- Array Formulas
- VLOOKUP and COLUMN
- VLOOKUP with IF and VLOOKUP with AND Activities based on the above functions

Activities:

- SUM and CHOOSE
- Sorting the data using formula
- Multiple VLOOKUP
- Multiple INDEX
- Leave Tracker using conditional formatting
- Using formula in conditional formatting to highlight second repeated value

Summarizing of Excel:

- Activities based on Real Time
- Scenarios Summarizing Of Excel

VBA MACROS

Introduction to Macros:

- Introduction to Macros
- Introduction to VBA
- Importance of Developer Tab and VB window Path to get into VB window
- Introduction to different windows in VB Enabling the Macros to run the program Macro workbook
- saving Introduction to cell reference

Introduction to Properties:

- Introduction to object model
- Introduction to property and methods
- Importance of arguments
- Usage of different property and methods with cells Introduction to sheet reference
- Usage of different property and methods with sheets

Declaration of Variables:

- Introduction to workbook reference
- Usage of different property and methods with workbook
- Introduction of variable declaration
- Importance of different data types
- Different levels of declaration of variables
- Different ways of declaration of variables

Loop Statements:

- Introduction to Message Box
- Introduction to Input Box
- Introduction to different Loop statements
- FOR_NEXTLOOP
- Activity of FOR_NEXTLOOP

Conditional Statements:

- Introduction to conditional statement
- Introduction to different conditional statement
- Activity on different conditional statement
- Activity on different conditional statement with LOOP

Go To Command:

- Select case decision structure
- Activity on select case structure
- Introduction to GOTO label command
- Activity on GOTO label command

Loops:

- Introduction to TO_DOLOOP
- DO_WHILE LOOP
- Activity on DO_WHILE LOOP
- DO_UNTIL LOOP
- Activity on DO_UNTIL LOOP
- Introduction to FOR EACH NEXT LOOP
- Usage of SET statement
- Activity on FOR EACH NEXT LOOP

Data Segregation:

- Segregation of data in static way
- Introduction to Rows count and Columns
- Count Segregation of data in dynamic way

User Defined Functions:

- Introduction to USER DEFINED
- Function Activities on USER DEFINED
- Function Activity on File Browser

Recording of Macros:

- Record Macro
- Running a Macro
- Running a Macro from the Macros Dialog Box
- Creating a short key to run Macro Running a Macro with a short key
- Assigning a Macro to a menu or tool bar Editing a Macro with VB

File system objects and file directories:

- Designing and Creating objects (files, folders)
- Performing different operations on objects (insert, update, delete)
- Looping the objects

Active directory objects (ADO's):

- Basic active directory Queries
- Working with active directory objects
- Advanced active directory queries
- Different types of connection strings
- Working with Sql queries, joins
- Working with different sql and access db objects

User Forms:

- Designing and Creating Forms
- Working with controls
- Creating custom dialog boxes
- User forms properties, Methods and Event

Error handling:

- On error go to zero
- On error go to resume
- On error go to label

User defined functions:

- UDF on extracting numbers
- UDF on extracting data
- UDF on number to word
- Segregation of data from one cell to different columns Real time activities

Activities:

- Working on dynamic outlook mails (email automation)
- Working on PPT automation
- Working on word automation