

# **Excel 2010 Syllabus at AFCKS Technologies**

## **Formulas**

### **Technique for Creating Complicated Formulas**

#### **Text functions**

*IsNumber*  
*IsText*  
*Left*  
*Right*  
*Find*  
*Mid*  
*Len*  
*Upper*  
*Lower*  
*Proper*  
*Trim*  
*Substitute*  
*Replace*  
*Rept*  
*Concatenate*

#### **Reference Functions**

*Row*  
*Row in Array Formula*  
*Column*  
*Column in Array Formula*  
*Address*  
*Offset*  
*Transpose*  
*Indirect*  
*GetPivot Data*

#### **Lookup Functions**

*Choose*  
*Vlookup*  
*Making Vlookup Dynamic*  
*Using Vlookup in Horizontal data*  
*Making Abstract Table for Vlookup*  
*Hlookup*  
*Index*  
*Index (Two Dimentional)*  
*Index (Three Dimentional)*  
*Match*  
*Using Lookups instead of Nested If's*

#### **Error Functions**

*IsErr*  
*IsError*  
*IsNA*  
*IfError*

## **Logical Functions**

If  
Nested Ifs  
True  
False  
And  
Or  
Not

## **Date & Time Functions**

Date  
Time  
Today  
Now  
Day  
Month  
Year  
Networkdays  
Networkdays.Intl  
Weekday  
Workday  
Workday.Intl  
DATEDIF

## **Array and Summarizing Function**

Entering Array Formulas & Concept  
Benefits of using Array Formulas  
Sumproduct for Multiple condition summarization  
Sumproduct with And and Or Condition  
SumIf  
Countif  
Sumifs  
Countifs  
Resolving version conflicts  
Subtotal  
Using Wildcards

## **Database functions**

Dsum  
Dcount  
Dget  
Daverage

## **Financial functions**

PMT  
FV  
PV  
RATE

## **Random Functions and Concepts**

RandBetween  
Rand  
Random Numbers  
Random Dates  
Random Time  
Random Characters

## **Information Functions**

CountA  
Count  
Average  
Max  
Min  
Large  
Small

## **Tools**

### **Using Find/Replace**

Wild Card Search  
Complete and Partial Cell Search  
Finding within Text/Formulas  
Case Sensitive Searches  
Selecting Useful data by using Find  
Replacing Formats  
Modifying Formulas  
Knowing why you are not able to find your data

### **Using Goto**

Navigating to Cells  
Coming back to previous Cell  
All Options under Goto Special  
Technique for Selecting Huge Data

### **Using Excel Names**

Naming Rules  
Storing Data in Names  
Overcomming Nesting Limitation  
Simplifying Complicated Formulas  
Easy Navigation  
Enabling Standardization  
Understanding Intersection

### **Securing Sheets/Workbook**

Protect/Unprotect Sheet  
Protect specific Cells  
Unprotect specific Cells  
Hiding Formulas  
Restricting Access to Range by Password/UserIDs  
Protecting Windows/Structures  
Giving Password to Open/Modify  
Normaly Hiding Worksheet  
Hiding Sheet so that unauthorize person cannot Unhide

### **Sharing Workbook and Tracking Changes**

Sharing Workbook  
Managing change History

### **Paste Special**

Converting Formulas to Values  
Duplicating Formats, Comments, Validations etc.  
Performing Addition, Substraction, Multiplication on Given data  
Transpose Data and Pasting as Links

## **Using Form Controls**

*Option Button  
Drop Down  
Scroll Bars*

## **Text To Columns**

*With Delimited Data  
With Fixed Width Data*

## **Conditional Formatting**

*Based on Cell Value  
Creating Heat Chart  
Using Data Bars  
Top or Bottom Ranked Values  
Above or below average  
Unique or duplicate  
Using Formula to Format Cells  
Finding Alternate solutions for 2003 and prior versions*

## **Using Macro Recorder**

*Recording Macro  
Assigning Macro to Buttons  
Assigning Shortcut Keys to Macro  
Points to be noted while using Macro Recorder*

## **AutoFilter and Sorting**

*Filtering Data  
Shortcuts  
Sorting Data  
Sorting by Custom List  
Sorting by rows*

## **Advanced Filter**

*Getting Unique List  
Getting Unique Combinations  
Getting only desired Columns  
Points to be noted  
Filtering Data in Place  
Copy Filtered Data to Another Location  
And Criteria  
Or Criteria  
And and Or Criteria  
Using Formula to specify Criteria  
Creating a Adv Filter Program using Macro*

## **Subtotal and Outlines**

*Prerequisite for Subtotal  
Creating Subtotal  
Creating Multiple Subtotals  
Removing Subtotals  
Creating Outlines Manually  
Removing Outlines*

## **Charts and Dashboards**

*Creating Column Chart*  
*Changing Orientation of Chart*  
*Understanding Legends, Chart Area, Plot Area, Series etc.*  
*Creating Bar Chart*  
*Gantt Chart*  
*Mixing Various type of charts*  
*Doughnut Chart*  
*Pie Chart*  
*Speedometer Chart*  
*Scrolling Charts*  
*Block Charts*  
*Dashboard Concept*  
*Creating Multiple Dashboards*

## **Pivot Tables and Charts**

*Creating Pivot Table*  
*Adding Row/Column/Data/Page Fields*  
*Summarizing Date into Years/Qtrs/Months etc.*  
*Summarizing Dates by Financial Year Qtrs*  
*Analysing Pivot data from various angles*  
*Creating Pivot Charts*  
*Showing Report of Page Items on separate pages*  
*Creating Multiple Pivots from the same cache*  
*Situations when to use different Pivot Caches*  
*Formatting Pivot Tables*  
*Using Calculated Fields*  
*Various Pivot Table Options*  
*Using GetPivotData function*  
*Creating Pivot Table from External Data*

## **Formula Auditing**

*Trace Precedent*  
*Trace Dependent*  
*Clear Arrows*

## **Data Consolidation**

*By Using Three Dimentional Sum*  
*By Using Consolidation Tool*  
*By Using Pivot Table*  
*Single and Multiple Page Fields*

## **Using Access data**

*Importing data from Access*  
*Pulling Excel Data to Access*  
*Using Queries to Import Data*  
*Understanding use of Table*

## **What if Analysis**

*Data Tables*  
*Scenerios*  
*Goal Seek*

## **Power Pivot**

*Installation*  
*Background & Usefulness*  
*Implementation & Usage*

# **Concepts**

## **Date and Time Concepts**

*Shortcuts for Date & Time*  
*Entering Dates and System Setting*  
*Entering Time Manually*  
*Time bases calculations*  
*Getting Difference between two Dates*  
*Getting Difference between two Time*  
*Getting Time Difference between long Dates*  
*Getting Workday Differences*  
*Adding Day/Workdays to Dates*  
*Getting Absolute Time Difference*

## **Cell Linking**

*Linking (Manual Method)*  
*Linking (by Paste Special)*  
*Linking within Sheet/Workbook or Other Workbooks*  
*Words of Caution*  
*Linking and Updation Concepts*  
*Checking and Maintaining Links Health*  
*Links while sending across Locations*  
*Moving To and from Link to destination*  
*Formula Auditing*  
*Reasons when links are not updated*

## **Hyperlink**

*Hyperlink to webpage*  
*Hyperlink to other Document or File*  
*Hyperlink to a range in the same workbook*  
*Hyperlink to an email ID*  
*Dynamic Hyperlinks using Formula*