

Practical Applications of Advanced Excel

Basic Concepts

Basics

Introduction To Excel
Date Concepts
Shortcut Keys

Formulas

Formula Basic
Cell Referencing
Difference Between Concatenate And & Operator
Logical Operators
String Concept
Array

Tools

Auto Fill
Auto Sum
Autofilter

Options

Don't Move Or Size With Cell Property
Enable Iterative Calculation
How To Remove Privacy Warnings
Refresh On File Opening
Remove Prompt For File Name

Functions

Text

Left
Right
Mid
Len
Find

Search
Replace
Char
Substitute
Concatenate
Trim
Upper
Lower
Proper
Text
Rept

Date & Time

Day
Month
Year
Date
Today
Edate
Eomonth
Datedif
Networkdays
Networkdays International
Workday
Workday International
Weeknum

Logical

And
Or
If
Nested Ifs

Error

Iferror
Iserr

Lookup

Vlookup
Hlookup

Index
Match
Choose
Index & Match
Vlookup With Match
Vlookup Instead Of Ifs
Index Match (approx Match)
Different Sheet Vlookup
Reverse Lookup
Nested Lookups
3d Index
3d Index Using Indirect
Index Match Array Formula
Multi Column Lookup
Next Lookup , Using Index Match Array Formula

Math

Sum
Count
Counta
Countblank
Average
Max
Min
Large
Small
Randbetween
Round
Abs
Rank.eq

Summarization

Sumif
Countif
Averageif
Sumifs
Countifs
Averageifs

Subtotal
Sumproduct
3d Sum

Reference

Row
Column
Address
Hyperlink
Indirect
Offset
Multicell Array Formula
Transpose

Database

Dsum
Dcount
Daverage
Dmin
Dmax

Financial

Pmt
Ppmt
Ipmt
Rate
Pv
Fv

Info

Cell Function

Tools

Sort

Sort
Custom Sort

Subtotal

Application

Advanced Filter

Single Criteria - Same Sheet

Single Criteria - Other Sheet

Multiple Criteria

Not Criteria

Multiple Not Criteria

Date Criteria

Unique Records

Wildcard Character Search

Complex Criterias

Validation

List

Whole Number

Data Validation For Text Rule -custom

Dependent Validation List Indirect Example

Error Alert

Formatting

Format Painter

Number Format

Custom Number Format

Format Borders

Merge Across

Picture Format

Remove Gridlines

Clear Format

Conditional Formatting

Cell Value

No Blank, Blank

Color Scale

Highlight Top Value

Highlight Bottom Value

Conditional Formatting For Strat And End Border Only

Custom Formula

Data Bars

Icon Sets

Consolidation Tool

Consolidation Tool

Ctrl F & Ctrl H

Find And Replace

Find All With Ctrl A To Select All Schedule Headers

Edit Links

Linking Concepts

Create Link

Breaking Links From Other Workbooks

Link From Another Book

Moving To And From Link To Destination (theory)

Paste Special Link

Reasons Why Links Are Not Updated (theory)

Formula Auditing

Evaluating Formula

Auditing (trace Precedents/dependents)

Goto

Select Only Formulas (f5)

Remove Blank

Skip Blank

Hyperlinks

Hyperlink Within Workbook In Sheets

Hyperlink On Shape

Hyperlink To Other Book Using Shortcut

Mail Using Hyperlink

Import & Export

Link Excel With Excel

Link Excel With Excel As Table

Link Excel With Excel As Pivot Table

Import From Text File

Link And Import In Access

Import From Website

Paste Link

Macros

Macro Recording

Assigning Shortcut To Macro

Macro Editing

Name Manager

Create Name
Assign Name To Cell
Formula Shortening
Using Names For Formulas
Array

Page Setup

Customize Header Footer
Hide Error
Remove Page Break
Repeat Header On Every Page
Set Print Area
Show Comment At Last Page

Paste Special

Paste Only Value
Paste Only Format
Paste As Transpose

Protection

Sheet Protection Where Only Few Cells Are Locked
Protection Using Hide Formulas
Protect With Select Unlocked Cell Option
Protect Structure
Protect Workbook (no Password Given)
Password Protect/encrypt Workbook
Sharing Workbook
Various Options Relating To Workbook Sharing

Remove Duplicates

Single Column
Multi Column

Series

Fill Series
Day Series

Table

Format As Table
Using Table Columns In Functions

Converting Table To Range

Filter Data

Text To Columns

Delimited

Fixed Width

Skip Columns

Date Import

Track Changes

Highlight Changes

Accept/reject Changes

Form Controls

Combobox

Listbox

Spin Button

Check Box

Scroll Bar

Group Box And Option Buttons

What If Analysis

Goal Seek

Pivot Tables

Create Pivot Table

Pivot Cache

Copy Pivot Table

Edit Pivot Table

Change Pivot Design

Dashboard

Group Dates

Remove Grand Total From Pt

Extract Data Using Pivot Table

Consolidation By Pivot Table

Change Pivot Data Source

Hide And Show Field List

Multiple Page Field

Add 3 Fields 3 Time In Data Fields Using Different Summary

Getpivotdata

Introduction To Slicer
Changing Slicers Layout
Connecting Slicer To Multiple Pivot Tables
Multiple Chart In One View
Compact Layout
Outline Layout
Tabular Layout
Pivot Table From Access Database
Remove Autofit For Pivot Table
Repeat All Item Labels
Single Page Field
Slicer With Pivot Table Connection
% Grand Total
% Row Total
% Column Total
% Of
Difference From
% Difference From
Rank Large To Small
Rank Small To Large
% Running Total
Running Total

Charts & Dashboards

Column Chart
Line Chart
Pie Chart
Stock Chart
Pareto Chart
Chart Elements
Chart Formatting
Chart Label Number Formatting Option
Chart Design Option
2 Axis On Chart
Change Series Chart Type
Column Chart With Secondary Axis
Create Dynamic Series

Create Running Total
Line Chart With Data Table
Show Hidden Rows
Text Axis To Date
Spark Lines

Power Pivot

Theory
Import Data
Creating Pivottables

Techniques

Formulas

Formula Combination
Cutting The Formula

Misc

Selecting Long Ranges
Select Blank Cells To Delete
Fill In Selection
Select All Objects/pictures
Calculating Timing Difference
Importing Data Without Changing Format
Insert Picture
Change Property Of Picture So That Pictures Are Seen With Filter
Copy As Path (to Copy File Paths Of Selected Files)
How To Copy Clean Data From Webpage?
Open As Text File