



SCOPE

Scope Computers

Established

1993

Founded by : Nishat

25 Years of Experience

**ADV. EXCEL
SYLLABUS**

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SCOPE	
<p data-bbox="255 728 702 806">Module : 1</p> <p data-bbox="207 862 750 929">Basics of Excel</p> <ul data-bbox="199 1019 790 1825" style="list-style-type: none">• Data Formatting in Excel like colors, fonts, Bullets etc.• Basic Sorting and Filtering.• Basic Formulae like SUM, AVERAGE, COUNT, MAX, MIN etc.• Spreadsheet Basics.• Creating, Editing, saving and Printing spreadsheets	<p data-bbox="861 728 1324 806">Module : 2</p> <p data-bbox="829 862 1356 1008">Getting Advance in Excel</p> <ul data-bbox="821 1108 1412 1747" style="list-style-type: none">• Sorting Data by values, colors, etc.• Filtering by numbers, text, values, logical functions, colors.• Using Filters to Sort Data.• Using Auto filter.• Creating a custom AutoFilter.• Advance Filtering Options.

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Module : 3 **Custom and Conditional Formats**

- Creating a custom format.
- Create a custom number format.
- Conditional Formatting.
- Creating Conditional Formatting.
- Editing Conditional Formatting.
- Adding Conditional Formatting.
- Deleting Conditional Formatting from the selected range.

Module : 4 **Data Validation**

- Specifying a valid range of value of a cell.
- Specifying a valid value for a cell.
- Specifying custom validation based on formula for a cell.

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Module : 5

Working with Range Names


- Using Range names.
- Creating range names.
- Using range names in formulas.
- Creating range names from headings.
- Deleting range names.

Module : 6

Using Formulas and Functions

- Text Function.
- Logical Functions.
- Date and Time Functions.
- Information Function.
- Database Functions.
- Math and Trigonometry Functions.
- Statistical Functions.
- Lookup and reference functions.

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The graphic features the word "SCOPE" in a stylized, metallic font. The letter "S" is partially obscured by a large, dark blue number "7" on the left. The letter "E" is partially obscured by a large, dark blue number "9" on the right. A small circular icon with a white "S" is positioned above the "O". A vertical red line runs down the center of the page, separating the two columns of content.

Module : 7	Module : 9
<p>Module : 7 Absolute and Relative cell reference</p> <ul style="list-style-type: none">• Relative cell reference.• Absolute cell reference.	<p>Module : 9 Explore more in Excel</p> <ul style="list-style-type: none">• Freeze of windows.• Splitting of Windows.• Paste Special.• Spark lines.• Remove duplicates.• Go to function tab.• Data Reconciliation
<p>Module : 8 Excel Auditing Tool</p> <ul style="list-style-type: none">• Trace precedents.• Remove arrows.	

Module : 7

Absolute and Relative cell reference

- Relative cell reference.
- Absolute cell reference.

Module : 8

Excel Auditing Tool

- Trace precedents.
- Remove arrows.

Module : 9

Explore more in Excel

- Freeze of windows.
- Splitting of Windows.
- Paste Special.
- Spark lines.
- Remove duplicates.
- Go to function tab.
- Data Reconciliation

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Module : 10 Managing Tables

- Creating Tables.
- Naming the Tables.
- Changing the Table style.
- Creating a total row.
- Creating a calculated column.
- Using Filtering in Table.
- Removing the duplicate record.

Module : 11 Getting data

- Creating subtotal.
- Using Automatically Outline.
- Grouping Data Manually.

Module : 12 Working with Charts

- Creating a chart.
- Formatting a chart.
- Adding Labels.
- Changing the chart type, Data source.

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Module : 13

Working with Pivot Tables

- Creating Pivot tables.
- Adding Pivot table Report Fields.
- Refreshing Pivot table Reports.
- Changing the summary functions.
- Creating report filter page.

Module : 14

Working with Reports

- Creating Subtotals.
- Multiple Level subtotals.
- Creating Pivot tables.
- Formatting and customizing Pivot tables.
- Using advanced options of pivot table.
- Pivot charts.
- Consolidating data from multiple sheets and files using pivot tables.

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- Using external data source.
- Using data consolidation feature to consolidate data.
- Show value as (% of Rows , % of columns , Running Total).
- Viewing subtotal under pivot.
- Creating Slicers.

Module : 15 Worksheet Protection

- Protecting your work sheet.
- Protecting range with password.

- Protecting your Workbook and Excel Files.

Module : 16 Using Shared Work Books

- Sharing a workbook.
- Opening and editing a shared workbook.
- Tracking changes.
- Resolving conflict in a shared workbook.

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Module : 17

Multiple workbooks

- Linking workbooks.
- Editing the Link.
- Consolidating the workbooks.

Module : 18

What-IF Analysis

- Goal Seek.
- Data Tables.
- Scenario Manager

Module : 19

Working with Macros

- Display the developer Tab.
- Changing Macro security settings.
- Recording and running a Macro.