



Advanced MS Excel & VBA Macros – Certificate Programme

16 Hours | Online
Dates: February 4, 11, 25 and March 4, 2023

Automate and extend Excel by adding Advanced Formula to your workbooks
Learn Advanced Excel to make your Excel spreadsheets much more powerful.



Introduction

Participants will learn to how to use pivot table in excel, use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and excel formulas and streamline their operational work.

They will apply visual elements and advanced formulas to a worksheet to display data in various formats. Students will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and leverage on Excel's 2016 advanced functionality to simplify and streamline their day-to-day work.

Target Audience

Users with a good understanding of Microsoft Excel 2007, 2010, 2013 or 2016 who want to expand on their capabilities in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction and Intermediate courses.

Program Objectives

After completion of this program, the participants will be able to the following

- Create and use defined names in a workbook
- Work with logical function in excel
- Use a variety of data validation techniques
- Use a range of lookup and reference functions
- Create summaries in your spreadsheets using subtotals
- Understand and create simple pivot tables Analysis
- Construct and operate pivot tables using some of the more advanced Analysis
- Perform a variety of analytical tasks using PowerPivot Analysis
- Use the data consolidation feature to combine data from several workbooks into one
- Create and work with scenarios and the scenario manager Advanced Analysis
- Use solver to solve more complex and intricate problems
- Import data into excel and export data from excel
- Create and use a range of controls in a worksheet
- Create recorded macros in excel
- Import data into excel and export data from excel

Highlights of the Training

- 16 Hrs of training / Four days, with due breaks
- Online – live
- Combination of Lectures, Presentations, Case Discussions, Group Work/ Exercises
- Close interactions with faculty
- Chat with fellow learners
- Group work – Of-line
- Post training - reference e-reading and video references
- E – Certificate of participation

Registration Fee

- INR 20,000/- per participant + 18% GST as applicable on the participation fee.
- 10% discount for AIMA Members, additional discount of Rs.1000 per participant for 2 participant or more from same institution.
- Registration on first-come basis, as the training is for limited number of participants

Program Content

Module 1: Basics of Excel

- Introduction to Excel 2007
- Excel Structure
- Save file and their file extensions
- Excel Keyboard shortcuts
- Formatting rows and columns
- Applying number formats
- Paste Special
- Basic Filter and Advanced Filter
- Sorting

Module 2: Basics of referencing (absolute, relative and mixed)

Module 3: Excel functions

- ✓ **Basic functions**
 - Sum, Count, CountA, Average
 - Operators (+, -, *, /)
 - Max, Min
- ✓ **Logical functions**
 - IF, AND, OR Function
 - Nested IF
 - IF error
- ✓ **Date and Time functions (How date works in excel)**
 - Month, Year, Day, Date
 - Today, Now
 - Days360
- ✓ **Lookup Functions**
 - Vlookup, Hlookup
 - Index, Match
 - Offset, Choose
 - Indirect
- ✓ **Information Functions**
 - Iserror, Istext, Isnumber
 - Isodd, Iseven
 - Cell
 - Isblank
- ✓ **Conditional Functions**
 - Sumifs, Countifs, Averageifs



- ✓ **Text Functions**
 - Concatenate, Substitute
 - Right, left, Mid
 - Len
 - Upper, lower, Proper
 - Find, Search
 - Trim, Trunc, Round

- ✓ **Formula Auditing**
 - Evaluate formula
 - Trace precedents
 - Trace dependents

Module4: Working with named ranges

Module 5: Data validation

Module 6: Conditional formatting

Module 7: Protect Sheet

- Protect sheet
- Protect workbook
- Hide formulas

Module 8: Create hyperlinks

Module 9: Basics of charting and nuances

Module 10: Pivot Tables

- Understanding pivot tables
- Creating pivot tables
- Grouping /Ungrouping
- How to add calculated field and perform calculations within pivot table
- Sorting data
- Show value as % of row, % of column, % of total

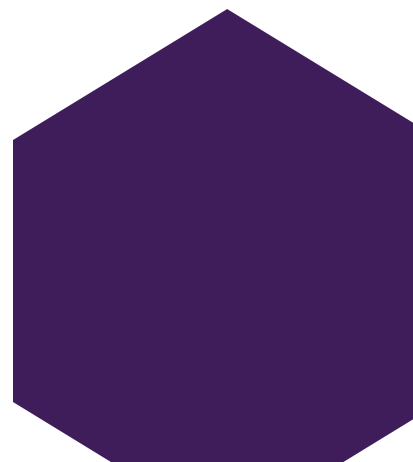
VBA MACROS

Module 1: Introduction to VBA Macros

- About VBA Macros
- Record a Macro and Modify the Code
- Personal Macro Workbook

Module 2: The Visual Basic Editor

- Opening the VB Editor
- Project Explorer Window
- Inserting a Code Module
- Properties Window



- Toolbars in the VB Editor

Module 3: Code Structures, How to Enter Code

- Code Blocks
- Sub...End Sub Block
- Function...End Function Block
- Statements: Capturing and Assigning Values
- Making Decisions: If and Select Case
- Loops: For, For Each, and Do Loops
- Add comments to code

Module 4: Variables and Options

- Variable Types and Declarations
- Declaring Variables

Module 5: Coding Common Excel Objects

- Excel Object Model
- Workbook
- Worksheet
- Range

Module 6: Interactive Macros, Events

- Message Box
- Input Box
- Trigger Macro on Workbook Events
- Trigger Macro on Worksheet Events

Module 7: Applied VBA

- Creating Add-ins
- Exporting and Importing Code Modules
- Protecting Your VBA Project
- User Defined Functions

Contact

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