

**Course Title: Microsoft Excel & VBA [Expert Level]**

**Duration : 2 days**

This program is designed for executives who already have a very good knowledge of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and automating various tasks using Macros [Recording and Writing Macro]

### Program Objectives

This Advanced Excel training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analyzing large volumes of data.
- Creating MIS reports.
- Automate processes to speed up routine work
- Create functions and procedures
- Design and use forms for data entry
- Create add-ins to deploy at client machines

### Audience

Executives and managers who have already very good knowledge of Microsoft Excel, but now feel the need for learning super powerful features and options of Excel, to manage their worksheet-related tasks more efficiently using advance function in Excel and working with Excel VBA

### Prerequisites

Participants attending this training should have a **very good knowledge of Microsoft Excel**, such as simple if , absolute and relative reference, sum-if and count-if function, conditional formatting , filter and simple pivot table.

### Day-wise Break-up

Day	Module	Topic
Day 1	Module 1	Efficient way of using Excel and working with Conditional & Logical Functions
	Module 2	Lookup and Reference function
	Module 3	Conditional Formatting using Formula and Function
	Module 4	Advance Pivot
	Module 5	Recording Macros
	Module 6	The Visual Basic Editor
Day 2	Module 7	Writing Procedures for Selection Techniques and Looping
	Module 8	Writing Procedures for Worksheets and File related Objects
	Module 9	User Forms

## Course Outline

### Module 1: Efficient way of using Excel

- Customizing the setting of Excel
- Working with short cuts keys
- Working with Range Name
- Working with simple Array formulas
- Using multiple logical functions with nested if [And/ OR/ NOT]

### Module 2: Lookup and Reference function

- Vlookup
  - Is Error Function with vlookup
  - Column Function With vlookup
  - Match Function with Vlookup
  - Vlookup with true parameter
- Index & Match Function
  - Extracting the value from matrices
  - Get Vlookup value from the left side of the array table
- Offset Function
  - Dynamic data list
  - Dynamic graph using Offset function
- Indirect Function
  - Redirecting a cell reference
  - Creating Dependent drop down list

### Module 3: Conditional Formatting using Formula and Function

- Row level formatting [Highlight Entire row using conditional formatting ]
- Conditional formatting using formula (using and(),or())
- Conditional formatting using Vlookup()

### Module 4: Advance Pivot Table

- Grouping Options in pivot (Yearly, Quarterly, Date Wise ,No Slab wise)
- Percentage option (Percentage of total, Percentage of Column, Percentage of row)
- Sorting ,filtering ,updating ,formatting
- External Data Source

### Module 5: Recording Macros

- Recording and running macros
- Types of references in macros
- Assigning a macro to a toolbar or menu

### Module 6: The Visual Basic Editor

- Editing existing macros using VBA Editor
- Writing functions using VBA Editor
- Understanding the Project Explorer window
- Exploring the properties window
- Using the code window
- Debugging code

### Module 7: Writing Procedures for Selection Techniques and Looping

- Variables, data types and constants
- Decision structures (IF...THEN, SELECT CASE)
- Logical operators (And ,OR, NOT )
- Looping constructs (For loops, Do loops, While...Wend statements)
- Built-in functions
- Creating procedures and functions

### Module 8: Writing Procedures for Worksheets and File related Objects

- Working with objects—properties, events and methods
- Application objects
- Workbook objects, Worksheet objects and Range objects
- Working with File Object

### Module 9: User Forms

- Creating forms
- Form events
- Using InputBox and MsgBox
- Creating custom Menus
- Creating Add-ins