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**Dhitos** (A unit of Dhitos Digicate Private Limited) is a training, development and consulting organization where we conduct various Job Oriented Practical Training Programs for MIS / Business Analysis / Data Analyst / Business Analytics / Data Scientist / Data Visualization / Data Validation and more on various tools by Industry Experts.

## **Advanced Excel: Topics Covered**

- **Quick Access Toolbar & Ribbons**  
Addition of Commands, Import and Export Quick Access Toolbars, Adding New Group or Sections
- **Status Bar & Options**  
Excel Options, RICI Reference, Auto Correct, Auto Recover, Advanced Options for Customization
- **Entering & Editing Data**  
Import Data, Export Data, Best practice Date & Time entry, Row/Column Add & Delete, Cells & Sheet Navigations, Goto Special Command
- **Formatting Cells & Data Validations**  
Data Validation, Dependent List, Create Table, Table Formats, Paste Special, Format Painter, Split, Row Freezing, Date-Time Format, Custom Format, Hiding Cell Value, Hiding Errors, Print Format
- **References & Utilities**  
Named Range, Relative Reference, Absolute Reference, Mixed Reference, Significance of Reference, Error Handling, Making Dynamic Reference with Offset
- **Conditional Formatting**  
Applying and Removing Conditional Formatting, Advanced Conditional Formatting with Examples, Traffic Light Analysis, Using Formulas in Conditional Formatting
- **Lookup & Text Functions**  
Vlookup, Hlookup, Choose, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, CSE ( Array Concept, Recursive ), Left, Right, Mid, Lower, Upper, Proper, Trim, Concatenate, Search, Substitute, Replace, Text, T, Char, Clean, Code, Rept, Value, Exact
- **Data & Time Functions**  
Date, Day, Month, Year, Eomonth, Edate, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Time, Now, Today
- **Mathematical & Logical functions**  
Count, Counta, Countif, Countifs, Countblank, Sum, Sumif, Sumifs, Average, Averagea, Averageif, Averageifs, Subtotal, Aggregate, Rand, Randbetween, Round, Roundup, Rounddown, Rounddown, Ceiling, Floor, Sumporduct, If, Nested If, And, Or, Not, Operators ( >, =, <=, <> )

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- **Financial & Other Functions**  
Max, Mean, Maxa, Median, Pmt, Ppmt, Ipmt, Stdv, Iseven, Isodd, Islogical, Istext, Isnumber, Agerage, AVERAGEA, AVERAGEIF, AVERAGEIFS,
- **Data Collection & Formatting Methods**  
Import data from source like Access, Excel, CSV, Text File, Text To Column, Delimited, Fixed With
- **Single & Multi-Dimensional Analysis**  
What ifs, Goal seek, Scenarios, Data Table, Solver, Tool Packs, Histogram, Pivot table reports
- **Simple & Composite Charts / Graphs**  
How to choose correct chart?, Various Charts in Excel, Chart Options, Combo Charts, Pareto Chart, Histogram, Water Fall, Dynamic Chats
- **Pivot Table & Slicer for Data Modelling**  
How and why use Pivot Table?, Golden Rules of Pivot Tables, Pivot Tips, Virtual v/s Actual Fields, Calculated Fields, Calculated Items, Grouping Data, Summarize data, Pivot Chart, How to use Slicer
- **Dashboards & Reports Creation**  
Dashboard Design Principals, KPI Dashboard in Excel, Dashboard Examples, Business Dashboard, Dynamic Dashboard Making
- **Case Study & Projects**  
Live projects for Real Time Exposure with dummy industrial data, Interview Questions, A Banking Data Case Study and Solutions

## Course Duration & Fee Structure

Days	Course Duration	Class Duration	Fee (INR)*
Monday to Friday	25 to 30 (Hrs.) / 3 Weeks	2 Hours / Day	6,000/-
Saturday & Sunday	25 to 30 (Hrs.) / 1.25 Months	3 Hours / Day	6,000/-
Sunday Only	25 to 30 (Hrs.) / 2 Months	4 Hours / Day	6,000/-

**Go for a combo to avail 10% discount on total fee: (\*GST Applicable)**

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## **Advanced Excel: Topics Covered**

The reason to join this course / training is simple. Anyone with good Advanced Excel skills is always in demand. Your bosses love you because you can get things done easily. Your customer love you as you create impressive things. Your colleagues envy you because your workbooks are shining and easy to use. And you want more, because you have seen the amazing results of Excel on top of that you want a better career in Analytics.

Best Regards,

**Dhitos Consulting Team**