

Microsoft

Office Specialist

Global Certification



ABOUT US

DCA, a pioneering institute in the field of finance and accounting, providing comprehensive training and professional courses, designed exclusively as per industry standards and guidelines. Our devoted team of certified trainers excels in the art of furnishing students with both theoretical and practical proficiency.

DCA has maintained pre-eminence since its inception with high quality education and service. We at DCA embrace both fresher and efficient professional enthusiasts to build their career with our excellent courses.

DCA believes in shaping minds with zeal and proving the worth of its students as an asset to any organization they work with.





WHY US ?

With a team of Microsoft certified Trainers, DCA renders training programs that equips the participating employees with all the handy functions, tips, tricks and shortcuts that will enhance their proficiency and productivity.

COURSE DETAILS

Our Excel Advanced training will really show you how to make Excel work for you. The course is aimed at fairly experienced Excel users whom need to learn more complex functions, nesting, data manipulation and protect data using the security features. You will gain an insight into data tables and using excel advanced look up features to automate worksheets and analysis tools to forecast figures based on a range of scenarios and use consolidation to bring together information. Find out how you can utilise advanced 'If' statements.



OUR SERVICES

CORPORATE TRAINING

Our industry experts lend their knowledge and experiences through a variety of learning options for many small, medium and large organizations. We provide a dynamic learning environment with lot of practical hands on exercises and real world examples which increase the productivity, quality, efficiency and accuracy in making a better data analysis & quick reports.

B-SCHOOL TRAINING

Our exclusive information-packed training Programs for management students will build confidence in handling complex formulas, big data analysis and huge data sets. We adopt a comprehensive training approach that guides and equips each learner with productive skills which give them edge over their competition.

Microsoft Office Specialist Advanced Excel Syllabus

1. Manage Workbook Options and Settings

1.1. Create Worksheets and Workbooks

- **Create a workbook**
- **Import data from a delimited text file**
- **Add a worksheet to an existing workbook**
- **Copy and move a worksheet**

1.2. Navigate in Worksheets and Workbooks

- **Search for data within a workbook**
- **Navigate to a named cell, range, or workbook element**
- **Insert and remove hyperlinks**

1.3. Format Worksheets and Workbooks

- **Change worksheet tab color**
- **Rename a worksheet**
- **Change worksheet order**
- **Modify page setup**
- **Insert and delete columns or rows**
- **Change workbook themes**
- **Adjust row height and column width**
- **Insert headers and footers**

1.4. Customize Options and Views for Worksheets and Workbooks

- **Hide or unhide worksheets**
- **Hide or unhide columns and rows**
- **Customize the Quick Access toolbar**
- **Change workbook views**
- **Change window views**
- **Modify document properties**
- **Change magnification by using zoom tools**
- **Display formulas**

1.5. Configure Worksheets and Workbooks for Distribution

- **Set a print area**
- **Save workbooks in alternative file formats**
- **Print all or part of a workbook**
- **Set print scaling**

- **Display repeating row and column titles on multipage worksheets**
- **Inspect a workbook for hidden properties or personal information**
- **Inspect a workbook for accessibility issues**
- **Inspect a workbook for compatibility issues**

2. Apply Custom Data Formats and Layouts

2.1. Apply Custom Data Formats and Validation

- **Create custom number formats**
- **Populate cells by using advanced Fill Series options**
- **Configure data validation**

2.2. Apply Advanced Conditional Formatting and Filtering

- **Create custom conditional formatting rules**
- **Create conditional formatting rules that use formulas**
- **Manage conditional formatting rules**

2.3. Create and Modify Custom Workbook Elements

- **Create custom color formats**
- **Create and modify cell styles**
- **Create and modify custom themes**
- **Create and modify simple macros**
- **Insert and configure form controls**

2.4. Prepare a Workbook for Internationalization

- **Display data in multiple international formats**
- **Apply international currency formats**
- **Manage multiple options for +Body and +Heading fonts**

3. Create Tables

3.1. Create and Manage Tables

- **Create an Excel table from a cell range**
- **Convert a table to a cell range**
- **Add or remove table rows and columns**

3.2. Manage Table Styles and Options

- **Apply styles to tables**
- **Configure table style options**
- **Insert total rows**

3.3. Filter and Sort a Table

- **Filter records**
- **Sort data by multiple columns**
- **Change sort order**
- **Remove duplicate records**

4. Perform Operations with Formulas and Functions

4.1. Summarize Data by using Functions

- **Insert references**
- **Perform calculations by using the SUM function**
- **Perform calculations by using MIN and MAX functions**
- **Perform calculations by using the COUNT function**
- **Perform calculations by using the AVERAGE function**

4.2. Perform Conditional Operations by using Functions

- **Perform logical operations by using the IF function**
- **Perform logical operations by using the SUMIF function**
- **Perform logical operations by using the AVERAGEIF function**
- **Perform statistical operations by using the COUNTIF function**

4.3. Format and Modify Text by using Functions

- **Format text by using RIGHT, LEFT, and MID functions**
- **Format text by using UPPER, LOWER, and PROPER functions**
- **Format text by using the CONCATENATE function**

5. Create Charts and Objects

5.1. Create Charts

- **Create a new chart**
- **Add additional data series**
- **Switch between rows and columns in source data**
- **Analyze data by using Quick Analysis**

5.2. Format Charts

- **Resize charts**
- **Add and modify chart elements**
- **Apply chart layouts and styles**
- **Move charts to a chart sheet**

5.3. Insert and Format Objects

- **Insert text boxes and shapes**
- **Insert images**
- **Modify object properties**
- **Add alternative text to objects for accessibility**

6. Manage Workbook Options and Settings

6.1. Manage Workbooks

- **Save a workbook as a template**
- **Copy macros between workbooks**
- **Reference data in another workbook**
- **Reference data by using structured references**
- **Enable macros in a workbook**
- **Display hidden ribbon tabs**

6.2. Manage Workbook Review Restricted editing

- **Protect a worksheet**
- **Configure formula calculation options**
- **Protect workbook structure**
- **Manage workbook versions**
- **Encrypt a workbook with a password**

7. Apply Custom Data Formats and Layouts

7.1. Apply Custom Data Formats and Validation

- **Create custom number formats**
- **Populate cells by using advanced Fill Series options**
- **Configure data validation**

7.2. Apply Advanced Conditional Formatting and Filtering

- **Create custom conditional formatting rules**
- **Create conditional formatting rules that use formulas**
- **Manage conditional formatting rules**

7.3. Create and Modify Custom Workbook Elements

- **Create custom color formats**
- **Create and modify cell styles**
- **Create and modify custom themes**
- **Create and modify simple macros**

- **Insert and configure form controls**

7.4. Prepare a Workbook for Internationalization

- **Display data in multiple international formats**
- **Apply international currency formats**
- **Manage multiple options for +Body and +Heading fonts**

8. Create Advanced Formulas

8.1. Apply Functions in Formulas

- **Perform logical operations by using AND, OR, and NOT functions**
- **Perform logical operations by using nested functions**
- **Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions**

8.2. Look up data by using Functions

- **Look up data by using the VLOOKUP function**
- **Look up data by using the HLOOKUP function**
- **Look up data by using the MATCH function**
- **Look up data by using the INDEX function**

TECHNOLOGIES

8.3. Apply Advanced Date and Time Functions

- **Reference the date and time by using the NOW and TODAY functions**
- **Serialize numbers by using date and time functions**

8.4. Perform Data Analysis and Business Intelligence

- **Import, transform, combine, display, and connect to data**
- **Consolidate data**
- **Perform what-if analysis by using Goal Seek and Scenario Manager**
- **Use cube functions to get data out of the Excel data model**
- **Calculate data by using financial functions**

8.5. Troubleshoot Formulas

- **Trace precedence and dependence**
- **Monitor cells and formulas by using the Watch Window**
- **Validate formulas by using error checking rules**
- **Evaluate formulas**

8.6. DefineNamed Ranges and Objects

- **Name cells**
- **Name data ranges**
- **Name tables**
- **Manage named ranges and objects**

9. Create Advanced Charts and Tables

9.1. Create Advanced Charts

- **Add trendlines to charts**
- **Create dual-axis charts**
- **Save a chart as a template**

9.2. Create and Manage PivotTables

- **Create PivotTables**
- **Modify field selections and options**
- **Create slicers**
- **Group PivotTable data**
- **Reference data in a PivotTable by using the GETPIVOTDATA function**
- **Add calculated fields**
- **Format data**

9.3. Create and Manage PivotCharts

- **Create PivotCharts**
- **Manipulate options in existing PivotCharts**
- **Apply styles to PivotCharts**
- **Drill down into PivotChart details**



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