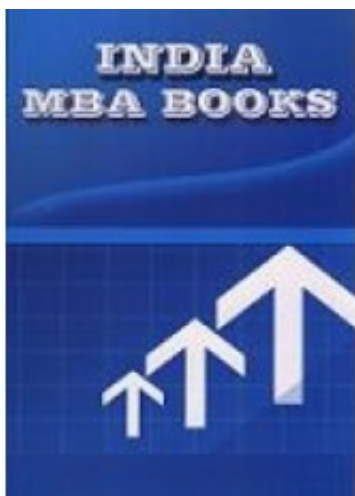


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UNIT-II

Defining Names in Excel - Sorting Data - Using Excel Tables - Filtering Data in Excel - Understand Charts - Chart Design Options and Tools - Chart Format Tools - Combo Charts - Find and Replace - Headers and Footers - Adding Comments - Conditional Formatting.

UNIT-III

Introduction to Excel Advanced - Using Text to Columns - The Paste Special Function - Data Validation - Subtotals and Grouping - Consolidating Data - Scenario Analysis Data Tables in Scenario Analysis

UNIT-IV

What-if Analysis - Functions within Excel Understanding Date Function - Information Functions - Logical Functions - Financial Functions ,Mats and Trig Functions - Text Functions in Excel - Using Lookup Functions-Lookup-Vlookup-Hlookup - Using Statistical Functions - Database Functions - Formula Auditing and Error Tracing - Hyperlinks in Excel - Linking Data - Workbook Properties - Protecting and Sharing Worksheets - Data Encrypting and Finalizing Workbooks

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