

# ADVANCED EXCEL



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## Short Description

**TELANGANA UNIVERSITY ADVANCED EXCEL**

## Description

**ADVANCED EXCEL SOLVED PAPERS AND GUESS**

**Product Details: TELANGANA UNIVERSITY ADVANCED EXCEL**

**Format: BOOK**

**Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM**

**Publisher: MEHTA SOLUTIONS**

**Edition Description: 2021-22**

**RATING OF BOOK: EXCELLENT**

## **ABOUT THE BOOK**

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**ADVANCED EXCEL**

### **UNIT-I**

**Introduction to Spread Sheets, Various Spread Packages, Understanding Microsoft Excel**

- Excel Workbook Windows - Basic Spreadsheet Skills - Excel Help System - Opening and Closing Workbooks - Understanding Workbook File Formats - Creating New Workbooks - Selecting Cells - Auto Sum and Auto Fill Function - Cell Referencing and Request - Formatting Cells - Formatting Numbers - Placing Cell Alignment - Cell, Rows and Columns - Understanding Worksheets - Editing, Copying and Moving Cells - Page Layouts in Excel - Proofing Workbooks - Basic Options, Ribbons and Toolbar.

## **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

## **UNIT-V**

Understanding to Macros - Working with Templates - Tracking Changes in Excel - Merging and Compare Excel Workbooks, Understanding Pivot Tables - Using Pivot Charts.

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