Basic Excel Training Content - HB Services

- Creating a Basic Worksheet
- Customize the Quick Access Toolbar
- Enter Data and Save a Workbook
- Explore the User Interface and the Ribbon
- Navigate and Select in Excel
- Obtain Help Performing Calculations
- Calculate with Functions
- Copy Formulas and Functions
- Create Basic Formulas Modifying a Worksheet
- Insert and Delete Cells, Columns, and Rows
- Manipulate Data
- Search for Data in a Worksheet
- Spell Check a Worksheet Formatting a Worksheet
- Add Borders and Color to Cells
- Apply Cell Styles
- Apply Number Formats
- Change Column Width and Row Height
- Modify Fonts
- Position Cell Contents Printing Workbook Contents
- Print Workbook Contents Using Default Print Options
- Set Page Breaks
- Set Print Options Managing Large Workbooks
- Format Worksheet Tabs
- Manage Worksheets in a Workbook

For more details, please Call or Whatsapp +91-9884987719

Intermediate Excel Training Topics – 16 to 30 Hrs.

- ✓ **Introduction**

- ✓ **Paste Special**

- ✓ **Conditional Formatting**

- ✓ **Format Tables/Cells**

- ✓ **Pivot Tables**

- ✓ **Graphs**

- ✓ **Hyperlink**

- ✓ **Object**

- ✓ **Print**

- ✓ **Data Validation**

- ✓ **Text to columns**

- ✓ **Remove Duplicates**

- ✓ **Name Manager**

- ✓ **Formulas (30 to 35 Formulas)**

    - o **Logical Formulas (IF , IFERROR,NESTED IF)**

    - o **Text Functions (Left,Right,Mid,Concatenate,Find,Upper,Proper,Lower)**

    - o **Lookup Functions (Vlookup , Hlookup)**

    - o **Date Functions (Day,Month,Year,Networkdays,workday,weekday,weeknum)**

    - o **Mathematics/Statistics functions (Sumif,sumifs,countif,countifs,Averageif,**

    - o **Averageifs)**

- ✓ **Freeze / Unfreeze**

- ✓ **Password protection Sheet/workbook/Tables.**

VBA Advance Excel Training Topics – 40 hours

1. Introduction to VBA

2. Recording Macro

2. Writing VBA Code

3. Variables & More

4. Understanding Loops

5. User Forms

6. Database

Introduction to VBA & Record Macro

•Introduction to VBA
•How to launch Visual Basic Editor
•What you can do with Macros
•How to use Visual Basic Editor (VBE)?
. Record Macro

Variables & More

•Sneak peek in to Excel Object Model
•Deep Dive in to VBA: Theory on Variables, Scoping etc.
•How to Save and Reuse your Macros •

Understanding Loops & Writing VBA Code

•Using Do While Loop & IF Statement in VBA
•DO WHILE Loop Explained
•Using FOR NEXT Loop in Excel
•Using SELECT CASE Statement in VBA

Writing a Macro
•Input / Output using VBA
•Displaying Message Boxes using VBA
•Input box using VBA
•Understanding & Using Cells Object
•Formulas

Workbooks, Worksheets & Databases

•Introduction to MS Access & SQL
•Using Worksheets, Workbook Objects in VBA: Example on how to save a copy of
•Consolidate Multiple Workbooks in to one using VBA

User Forms & Databases

•Linking to Databases from Excel & Working with them
•User Form Basics
•User Form Basics: