NEXTGEN
Computer Institute

Advanced MS Excel Training

CELL REFERENCES	BASIC FORMATTING (FONT, FONT SIZE, BOLD, ITALIC, UNDERLINE)
● Relative: Changes when copied (e.g., A1 becomes B1). ● Absolute: Remains fixed when copied (e.g., A1). ● Mixed: Combination of relative and absolute (e.g., $A1 or A$1).	● Font: Change text style (Arial, Times New Roman, etc.). ● Size: Adjust text size. ● Bold, Italic, Underline: Text emphasis for visual impact.
ALIGNMENT & CELL MERGE	BASIC FUNCTIONS
● Alignment: Horizontal & vertical alignment (left, center, right, top, middle, bottom). ● Merge Cells: Combine cells to create a single larger cell for headings or titles.	● Sum, Subtract, Multiply, Divide: Perform simple calculations. ● Average, Min, Max: Calculate average, minimum, and maximum of values. ● Count, CountA, Len: Count numbers, count non-empty cells, and calculate text length. ● Proper, Upper, Lower: Format text case.
LOOKUP FUNCTIONS (VLOOKUP & HLOOKUP)	DATA VALIDATION
● VLOOKUP: Vertical lookup to search for a value in a table. ● HLOOKUP: Horizontal lookup for value search.	● Restrict Data Entry: Limit input types (e.g., whole numbers, dates, or custom rules).
CONDITIONAL FORMATTING	PIVOT TABLES
● Highlight Data: Apply formats based on conditions (e.g., highlight cells with values greater than a threshold).	● Data Summarization: Summarize large datasets and analyze trends using rows, columns, and values.
CHARTS & VISUALIZATION	FIND & REPLACE
● Create Charts: Visualize data trends using bar, line, pie charts, etc. ● Insert Shapes/Images: Add shapes and pictures for visual enhancement.	● Find: Search specific values within the worksheet. ● Replace: Quickly replace occurrences of data with new values.

TEXT FUNCTIONS (TEXT TO COLUMNS, CONCATENATE)	SHEET PROTECTION & SECURITY
● Text to Columns: Split data into multiple columns using delimiters. ● Concatenate: Combine text from multiple cells into one cell.	● Protect Sheet/Cells: Restrict editing of specific parts of the worksheet. ● Password Protection: Protect the entire sheet or workbook with a password.
SORTING AND FILTERING DATA	**WHAT-IF ANALYSIS**
● Sorting: Arrange data in ascending/descending order. ● Filtering: Display data based on specific criteria. ●	● Goal Seek: Find input values to achieve a target output. ● Scenario Manager: Analyze multiple what-if scenarios. ● Data Table: Test how changes in input variables affect output.
HYPERLINKS & EXTERNAL REFERENCES	
● Insert Hyperlinks: Link to external websites or different parts of the same workbook. ● External References: Link to data from other Excel workbooks.	