

# Advance Excel

## Introduction to MS-Excel

Microsoft Excel

Why Should I Learn Microsoft Excel?

Basic Terms in Excel

Microsoft Excel Window Components

## Data Formatting

Format Column Headings and Totals

Bold Format

Data alignment

Wrap Text

Merge & Center

Borders

Autosum

Quick Insert

## Basic Excel Formulas

Insert Data into Excel

Simple insertion

SUM

AVERAGE

COUNT

COUNTA

IF

TRIM

MAX & MIN

## List Sort & Filter

Create a Custom List of Items in Excel

Import a List of Items From Cells

Use Your Custom List

Edit or Delete a Custom List

Create Custom Lists in Excel

Quick sort

Multi-Level Sorting

Custom Sort Order

SUBTOTAL Function

Advanced filter

## Bill Invoice Creation

Search and Select an Invoice Template

Edit and Customize the Excel Invoice Template

GST Bill Calculation

What is GST?

Page Layout and Printing

## Lookups & Function

LOOKUP Function

VLOOKUP Function

HLOOKUP Function

Nested Lookups

## Advanced & Logical Function

Logical Functions

Cell reference

Income tax calculation

## Forms & Data

Data Validation

Developer tab

Merge Sheets Remove Duplicates

## Protection Workbook

Protect a workbook

Record and Run Macro