

**Proposal prepared by: Prime Academy**

**Program: Advanced Excel**

**Client:**

Course content on Advanced Excel (18 hours program)

### **A. DATA**

- Sort – Single column, double column and triple column
- Filter – Auto filter, Advanced Filter, Calculated fields and items
- Form
- Subtotal
- Validation
- Table
- Text to column
- Consolidate
- Group and outline
- Pivot table and pivot chart
- Import Data

### **B. TOOLS**

- Protection – Sheet, Cells, Workbook, Protect and share
- Online Collaboration
- Goal Seek
- Scenario Analysis
- Formula auditing – Precedent, dependent, track error, evaluate
- Macros
- Data Analysis
- Solver
- Sharing

### **C. FUNTIONS**

- Financial (Interest, PV, FV, Annuity, NPV, IRR, MIRR, Depreciation, YTM)
- Date and Time
- Statistical (Mean, Median, Mode, Standard deviation, Correlation, Variance)
- Math (Odd, Round, Round-down, Round-up, Sign, Sum if, Integer, Count if, ABS, Sum Product)
- Database (Average, Count, Max, Min)
- Text (Concatenate, Exact, Fixed, Left, Len, Mid, Lower, Replace)
- Logical (And, If, Not, Or) Information
- Look up function (Choose, V Lookup, H Lookup, Index, Indirect, Match, Transpose)

### **D. OTHERS**

- Range names and Global names
- Choose and offset
- Using workspaces
- Conditional formatting
- Finding duplicates, finding gaps
- Stratification, Ageing