

**Advanced MS Excel Training**

<b><u>Day-1</u></b>	Introduction, Cell Reference, Cut, Paste, Paint format, Font, Font Size, Bold, Italic, Underline, Alignment, Cell Merge, Basic Function
<b><u>Day-2</u></b>	Sum, Subtract, Divide, Multiply, Percentage, Average, Minimum, Maximum, Subtotal, Count, CountA, Len, Proper, Lower & Upper
<b><u>Day-3</u></b>	Vlookup & Hlookup, Table, Find & Replace, Sheet Protection,
<b><u>Day-4</u></b>	If, Ifs, Data Validation, Text to Column, Highlight Duplicate, Remove Duplicates, Data Filter, Data Shorting, Group & Ungroup
<b><u>Day-5</u></b>	Pivot Table, Insert Picture, Shapes, Charts, Hyper Links, Symbol & WordArt, Freezing Options
<b><u>Day-6</u></b>	Condition Formating, Sheet Insert, Cell Insert, Cell Delete, Row Insert, Row Delete, Printing & Page Layout, What-If Analysis

**Google Sheet Topics**

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