

Full MIS Course Contents

Excel 2010-13

Scope of Excel 2010 – 2013

With the help of this programme you would be able to manage data in your respective company. Shortcuts and tips will be able to help you in your day to day routine work.

What will it cover?

With this Programme you will be able to learn various important aspects of Excel like Conditional Formatting, Validation, Pivot Table, Chart, Advance Filtering, Smart Art, Themes, Formula Auditing, Extraction data from Different Sources, Web Queries, Goal Seek, Solver, Table, Connections, Protection on different level and lots more...

Detailed Contents:

Conditional Formatting: Beyond Simple Conditional Formats

Data Validation: Extended Uses of Data Validation • working with Validation Formulae • Lists and Lists That Depend on Other List Selections • Other Methods of Tracking down Invalid Entries

WHAT IF? :Using Excel to help you make decisions • Use Goal Seek to find where you need to start to get where you need to go • Use an Excel Data Table to calculate dozens of possible outcomes • Create and manage alternative scenarios • Make more profit or incur less expense by using Excel Solver to identify the best solution

Sparkline : In-cell charts – showing 12 times as much information in the same amount of space • Careful with that Axis • The different types of Sparkline: lines, columns and win loss • Sparkline based on a dynamic data range

Working with External Data: Getting at your data using the Get External Data tools • Understand relational database • Excel 2013 Data Model create relationships within Excel

Advanced Uses of Pivot tables :Use advanced pivot table techniques to do more with your data • Calculated Fields and Calculated items • Using pivot tables as the calculation engine behind management Excel 2010 and 2013 **Slicers and Timelines** - make your pivot tables more interactive • Working with Pivot Charts • Building and interactive dashboard using pivot tables and Slicers

Power pivot: The Excel 2010 and 2013 Power Pivot add-in •Power Pivot data tools

Reporting with Power pivot: Creating powerful reports with Power Pivot • Hierarchies, Perspectives and Sets •

- Backstage information regarding to files
- Sparkline
- Slicers on filter and on Pivot table
- Timeline
- Power Pivot
- Power View
- DAX
- Flash Fill
- Quick analysis
- Recommended Chart
- Recommended Pivot Table
- Apps of Office

Full Mis Course Contents Excel Prince

Hannah More



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Crash Course Excel 95 Anne Prince,1997 This text is designed to teach you all the skills that the typical Excel 95 user needs on the job every day Exercises are included throughout to build your confidence *United Services and Empire Review* ,1912 **Illustrated Sporting & Dramatic News** ,1918 **Complete Works** Hannah More,1857 *The Index ...* Francis Ellington Abbot,William James Potter,Benjamin Franklin Underwood,1876 **The Spirit of Missions** ,1894 Includes the proceedings of the annual meeting of the Society **The Century Dictionary and Cyclopaedia: The Century dictionary ... prepared under the superintendence of William Dwight Whitney** William Dwight Whitney,Benjamin Eli Smith,1903 **The Works of Hannah More** Hannah More,1838 *Musical Courier* ,1895 Vols for 1957 61 include an additional mid January no called Directory issue 1st 5th ed The 6th ed was published as the Dec 1961 issue **The Index** ,1876 **The Etude Music Magazine** ,1928 **The Cultivator & Country Gentleman** ,1884 **The Education Gazette of the Province of the Cape of Good Hope** Cape of Good Hope (South Africa). Education Department,1917 The Century Dictionary: The Century dictionary ,1911 **The Century Dictionary and Cyclopaedia: The Century dictionary ... prepared under the superintendence of William Dwight Whitney ... rev. & enl. under the superintendence of Benjamin E. Smith** ,1911 The Century Dictionary and Cyclopaedia ,1913 The Athenaeum ,1896 *The Christian Advocate* ,1900 **The Scottish Farmer** ,1925 **Army-Navy-Air Force Register and Defense Times** ,1926

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