

# *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 Formulas • 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 databases • 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
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- Power Pivot
- Power View
- DAX
- Flash Fill
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- Recommended Chart
- Recommended Pivot Table
- Apps of Office

# Full Mis Course Contents Excel Prince

**PT Brinkman**



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