

**Solapur University, Solapur**  
**“Certificate Course in Advance Excel”**  
**Syllabus**

*Duration of course-6months*

*Fees-Rs.2000/-*

*Candidate’s Eligibility: Minimum H.S.C. Pass*

To improve the quality of education of accounting of students and to make them technically strong and to provide better carrier opportunities, we are putting for the proposal syllabus for the “Certificate course in Advance Excel”.

**Module 1: Complete Microsoft Excel 2013**

1. Introduction to MS excel 2013
2. Starting MS Excel 2013 Application
3. Working with Ribbon & Quick Access Toolbar
4. Worksheet fundamentals
5. Selecting Cells & Ranges
6. Formatting Cell and Worksheet
7. Conditional Formatting
8. Insert Tab in Excel 2013
9. Create Custom Tables
10. Sorting Data
11. Advance filter
12. Creating Charts & Graphics
13. Chart types
14. Sparkline
15. Pivot table & Pivot chart
16. Insert slicer
17. Graphics & Designing in Excel
18. Working with Pictures, Clipart & shapes
19. Smart Art Objects
20. Hyperlinks
21. Printing Your Work
22. Page Layout options
23. Analyzing Data with Excel
24. Get External Data from Various sources
25. Data Validation
26. Performing spreadsheet What-If analysis
27. Scenario, Goalseek, Data Table
28. Solver
29. Macro
30. Developer Tab

**Module 2: Basic Functions & Formulas in Excel 2013**

1. Working with Formulas & Functions Function Library
2. Logical Functions: AND,IF,OR,NOT,TRUE & FALSE Functions
3. Text Functions :Search, Mid, Exact, Substitute, Replace, Find, Proper, Fixed, Trim, Clean, Text
4. Concatenate & T Functions
5. Date & Time Functions: Date, Today, Weekday, Datevalue, Time, Hour, Now, Days 360, Edate, Eomonth, Networkdays.... Etc

6. Financial Functions: Fv, Pmt, Pv, Rate, Nper, SLn, Db, Syd...etc
7. LOOKUP & Reference Function: Match, Vlookup, Hlookup, Lookup, Index, Offset
8. Mathematical Functions: Sign, Gcd, Lcm, Product, Sumproduct, Sumif,Ceiling, Fact, Mmult, Combin etc...
9. Trigonometry Functions: Degrees, Radians, Cos, Sin, Tan etc...
10. Database Function: Dsum, Dmax, Dproduct, Dvar, etc...
11. Statistical Functions: Counta, Countblank, Count if, Forecast
12. Frequency, Information Functions In Blank, Is logical, Info, Cell, Is ref etc
13. Engineering Function: Convert, Delta, Gestep, Imreal, Dec2hex Functions etc...
14. Using Names to work with Ranges Auditing

### **Module 3: Advanced Functions & Formulas in Excel 2013**

1. Advanced Charts
2. Advance Pivot Tables
3. Logical Functions
4. Text Functions
5. Date & Time Functions
6. Data Validations
7. Conditional Formatting
8. Financial Functions
9. Lookup & Reference Functions
10. Hyperlinks, Linking & Embedding
11. Import Data
12. Database Functions
13. Statistical Functions
14. Sorting & Filtering Data
15. Tracking & Reviewing Changes
16. Scenario, Goal seek
17. Solver Data table

### **Module 4: Macros & VBA Programming in Excel 2013**

1. Creating a Macro
2. Running a Macro
3. Editing a Macro
4. Adding a menu to Menu Bar
5. Adding a Command to Menu
6. Adding Buttons to a Toolbar
7. Data Handling, MIS, EXCEL and Access
8. Macro Generation & Application Design
9. VBA in Excel 2013
10. VBA Programming
11. Macros & VBA Editoe
12. Modifying the Recorded code
13. Projects & Reports
14. Various Examples