

# ADVANCED EXCEL PROGRAM

## Data Cleaning Techniques

Change case using upper,proper,lower

Remove spaces using TRIM

Using LEN Function

Extracting text, number, values

Adding leading zeroes

Extracting numbers and names

Extract single digits and abbreviations

Converting symbols to values

Find Replace Basic Examples

Replace first hyphen

Replace 2nd hyphen

Wild Card Asterisk

Wild Card Question mark

Wild Card Tilde

## Macro Recording

Macro Basics

Adding macro button in ribbon tab

Absolute reference

Relative reference

Absolute cum Relative reference

Adv. filter Macro extracting records

Adv. filter macro to Extract data

Adv. Filter macro- Data from Many Columns into One

Adv. filter macro- Extract partial text macro

Adv. filter macro - arrange data vertically

Macro (Transpose horizontally

Highlight value cells using go to special

Delete blank rows using go to special

Format Table Macro

Vlookup Macro

Create pivot table macro

Refresh Pivot Macro

Different pivot table views macro

## Advanced Filter

Single criterion

And criterion

OR criterion

And + Or criteria

Between criterion

Between 2 dates

Extract in different worksheet

Extract in different workbook

Extracts unique records only

Unique records with criteria

Unique records without criteria

Extract unique records matching 2 lists

Extract data based on three AND Criteria

Extract random columns data using OR criteria

Adv. filter with contains criteria

Use adv. filter with DATE and TEXT functions

Adv filter complex example

Asterisk sign

Adv filter to filter the data

Extract data from every 5th row

## Functions & Formulas

Absolute vs relative cell reference

Formula Errors

Vlookup

Match with

MATCH With -1

Match with zero

Index Basics

2 way lookup with match with -1

2 Way Lookup

VLOOKUP vs INDEX & MATCH

Result column is on the left

DV with Vlookup and IFERROR

HLOOKUP

Retrieve data from all columns

If Function Introduction

If function-Calculating sales tax

IF with AND

IF with OR

Comparing two lists to highlight unique items

Creating Search Box

Lookup in V range, return from H range

Group sales values

## Auto Fill

Sequential Dates

Copying same date

Convert sequential dates to same date using smart tag

Incrementing time by one hour

Sequential Months

Increment months using smart tag

Increment months on quarterly basis

Increment days by 15 days

Sequential Days

Fill weekdays using smart tag

Fill years using smart tag

Sequential alphabets

Copy cell data in other cells

Copy formula to other cells

Abbreviations

Creating custom list

Sorting with custom auto fill list

## Sequential Numbers

Double click fill handle

Fill handle + control key

Using fill series

Using COUNTA,IF,ISBLANK functions

Excel table using structured ROW function

Using SUBTOTAL function

Number ranges

Fill formatting only smart tag

Fill without formatting smart tag

Pattern with Copy cells smart tag

Fill series smart tag

Horizontal auto fill

Incrementing start or end numbers

## Flash Fill

Split first and last names

Concatenate first and last names

Last name, first name format

Last name, First Name, Middle Initial

Concatenating and adding new text

Remove titles from names

Extract initials from names

Extracting dates

Extracting Domain Names

Converting to proper case

Split international phone numbers

Extract abbreviations and numbers

Replacing first hyphen with space

Replacing 2nd hyphen with forward slash

## Consolidation