



AMA COMPUTER ACADEMY ADVANCED EXCEL



For More Detail Contact

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amacomputeracademy.com

Advanced Excel

(Certificate in Advanced Excel)



Advanced Excel,



Google Forms,



Google Keep,



MS Word,

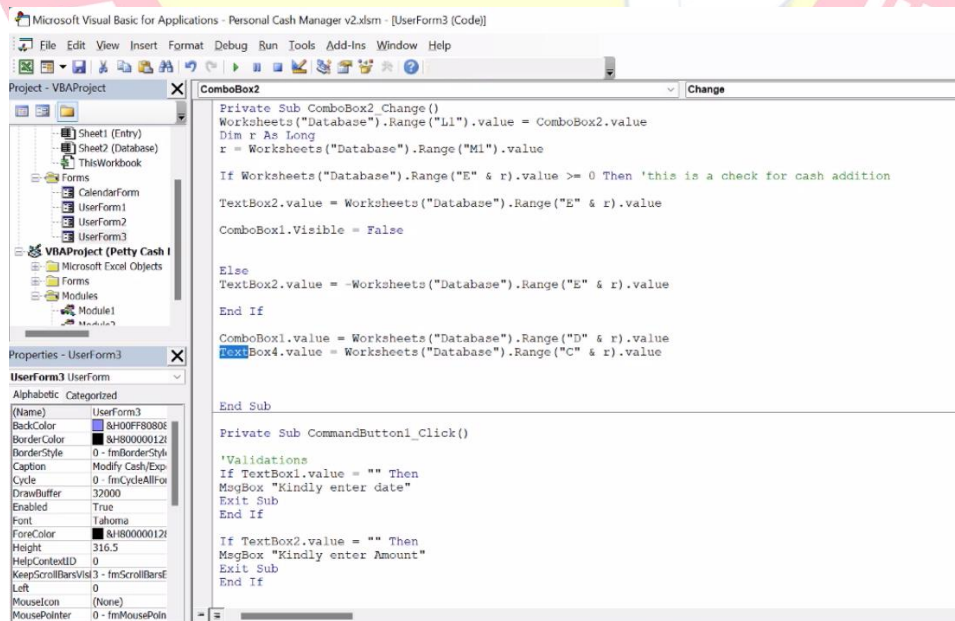


Google Data Studio

Skills: Apply Custom Data Formats, Use Advanced Fill Options, Apply Advanced Conditional Formatting and Filtering, Use Form Controls, Apply Custom Styles and Templates, Prepare Workbooks for Internationalization, Mathematical Functions, Look up data by using functions, Apply advanced date and time functions, Functions for Manipulating Text, Merge Scenarios, Create Scenarios, Use Area, Scatter & Stock Charts, Create Custom Chart Templates, Manage Workbook Versions, Copy Macros between Workbooks, Protect Workbooks for Sharing, Macros, Create Dashboards, Text Manipulations, Power Query, DBMS

Outputs: Organizing the data professionally, Using Metadata and Big Data, Internationalization for Excel Workbooks, data segregation using custom formats and layouts, Dashboard creation using Power Query and Power Pivot table, Using Power Map, Connecting Excel workbooks to external data, preparing a checklist for data collection using Canva, Data collection for social media marketing

Other Tools: Google Sheets, Open Office-Writer, Open Office-Calc, Canva, Zoho Forms, Survey Monkey, Komprehend, ChemDraw, MathType, MY SQL & Oracle.



Creating Macros in MS Excel

Forms | Student details Subscription

Share | Builder | Rules | Settings | Themes | Integrations | Approvals | All Entries | Access Form

Share With
Share your form as a public link or privately within your organization.

Embed
Embed your form on a website using the embed codes that suits your need.

Email Campaigns
Share your form with a list of contacts using email campaign softwares.

Track Entries
Use advanced tracking codes in your forms to measure your campaign metrics.

SHARE WITH

Public

Specific Users

All Users

Share Publicly Enabled

Share your form as a public link or privately within your organization.

Form Permalink (URL)

`https://forms.zohopublic.in/multiversitypvtttd/form/Studentdetails1/formperma/JcWA9wMw0GPxyK4sfk6DcRKz00aj-9ZuR0yjUIPtC14`

Shorten URL

Track referrals
You can append parameters to your URL to track referrals.

e.g. `https://forms.zohopublic.com/...?referrername=<referralwebsite>` [Know more](#)

Prefill form fields
You can append parameters to your URL to prefill form fields.

Zoho Forms

Course Feedback UPGRADE

SUMMARY → DESIGN SURVEY → PREVIEW & SCORE → COLLECT RESPONSES → ANALYZE RESULTS → PRESENT RESULTS NEXT →

BUILD

- Multiple Choice
- Checkboxes
- Star Rating
- Dropdown
- Matrix / Rating Scale
- File Upload
- Ranking
- Nex Promoter® Score
- Image Choice
- Click Map
- Comment Box
- Single Textbox
- Slider
- Payment (Stripe)

Q2 Do you like the course? Checkboxes

5 Suggested Questions

Answer Genius Select type

Add All Yes No

Enter an answer choice

Enter an answer choice

Enter an answer choice

Reverse answer order BULK ANSWERS

Score this question (enable quiz mode)

Use previous answer choices (carry forward responses)

Add an "Other" Answer Option or Comment Field

Survey Monkey

Detailed Syllabus:

Data Management with Advanced Excel

Basics of Data Management

- Introduction to Data Management
- How do professionals organize their data?
- Meta Data and Big Data
- Freelance Data Entry Jobs

Introduction to Computer Typing and Data Entry

- Introduction to Typing
- Keyboarding
- Ergonomic Typing

Introduction to various Typing Methods

- Using different types of keys and symbols in typing
- Google Docs – Voice Typing
- Lipikaar App

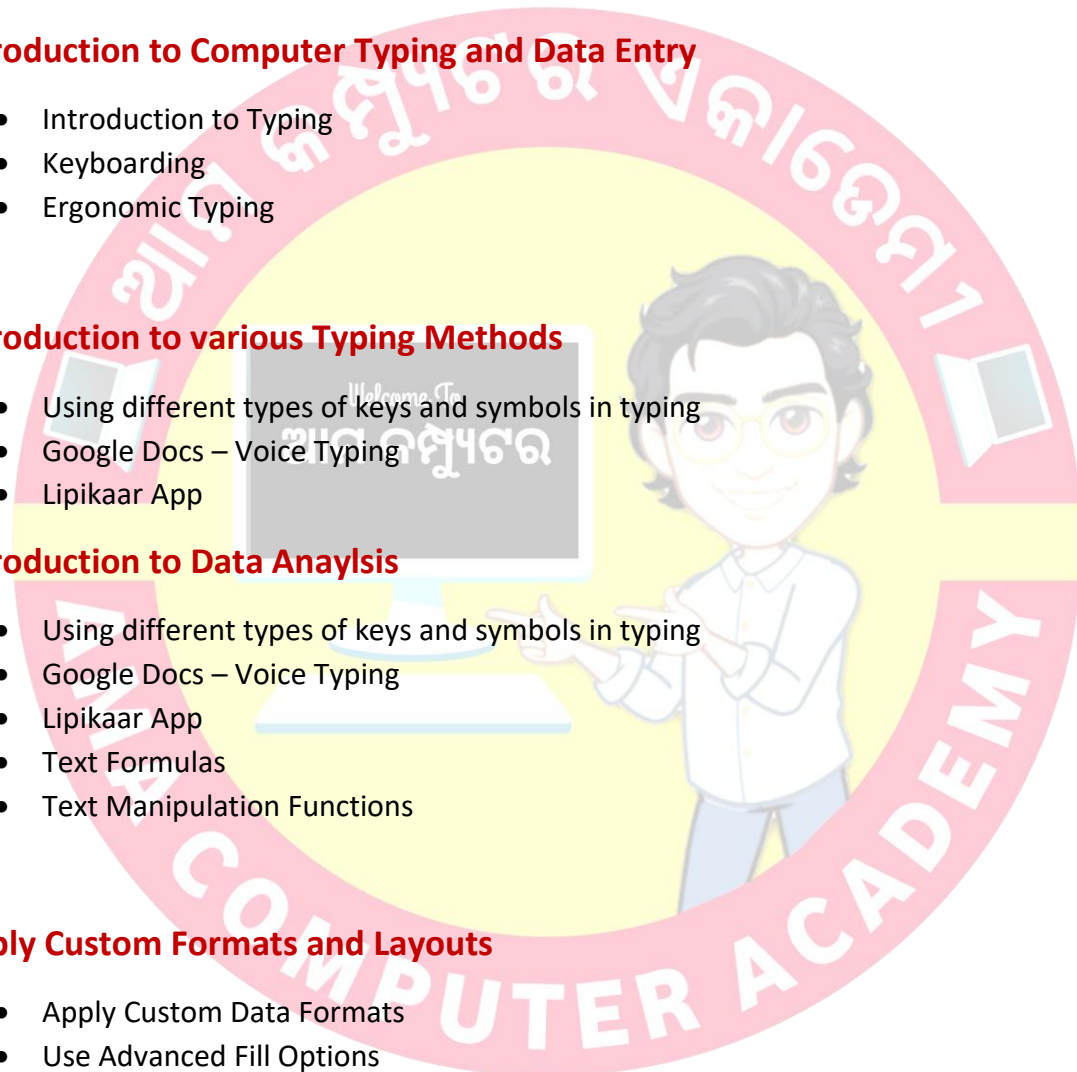
Introduction to Data Analysis

- Using different types of keys and symbols in typing
- Google Docs – Voice Typing
- Lipikaar App
- Text Formulas
- Text Manipulation Functions

Apply Custom Formats and Layouts

- Apply Custom Data Formats
- Use Advanced Fill Options
- Apply Advanced Conditional Formatting and Filtering
- Apply Custom Styles and Templates
- Use Form Controls
- Prepare Workbooks for Internationalization
- Use Outlines
- Use Custom Views

Create Advanced Charts



- Basic Excel Charts
- Use Area, Scatter & Stock Charts
- Use Surface, Radar & Combination Charts
- Create Custom Chart Templates
- Work with Sparkline's

Pivot tables & charts

- PivotTables
- Use Pivot Charts
- Create Dashboard using Pivot Table
- Using Power Query

Data Visualisation and Data Analysis

- Use of Macros
- Using Data Tables
- Create Dashboard using Pivot Table
- Using Power Query

Use Scenarios

- Use What-If Analysis Tools
- Create Scenarios
- Merge Scenarios
- Create Scenario Summaries
- Use Data Tables

Manage and Share Workbooks

- Manage Workbook Versions
- Copy Styles between Workbooks
- Copy Macros between Workbooks
- Use Track Changes and Comments
- Merge Workbooks
- Protect Workbooks for Sharing
- Connect To External Data

Typical Data Entry Projects

- File Conversion from PDF to Word

Create advanced formulas

- Functions
- Apply functions in formulas
- Mathematical Functions



- Financial functions
- Useful Data Functions
- Some Other Useful Functions
- Look up data by using functions
- Apply advanced date and time functions
- Functions for Manipulating Text
- Arrays

Free and Open-Source Tools for Data management

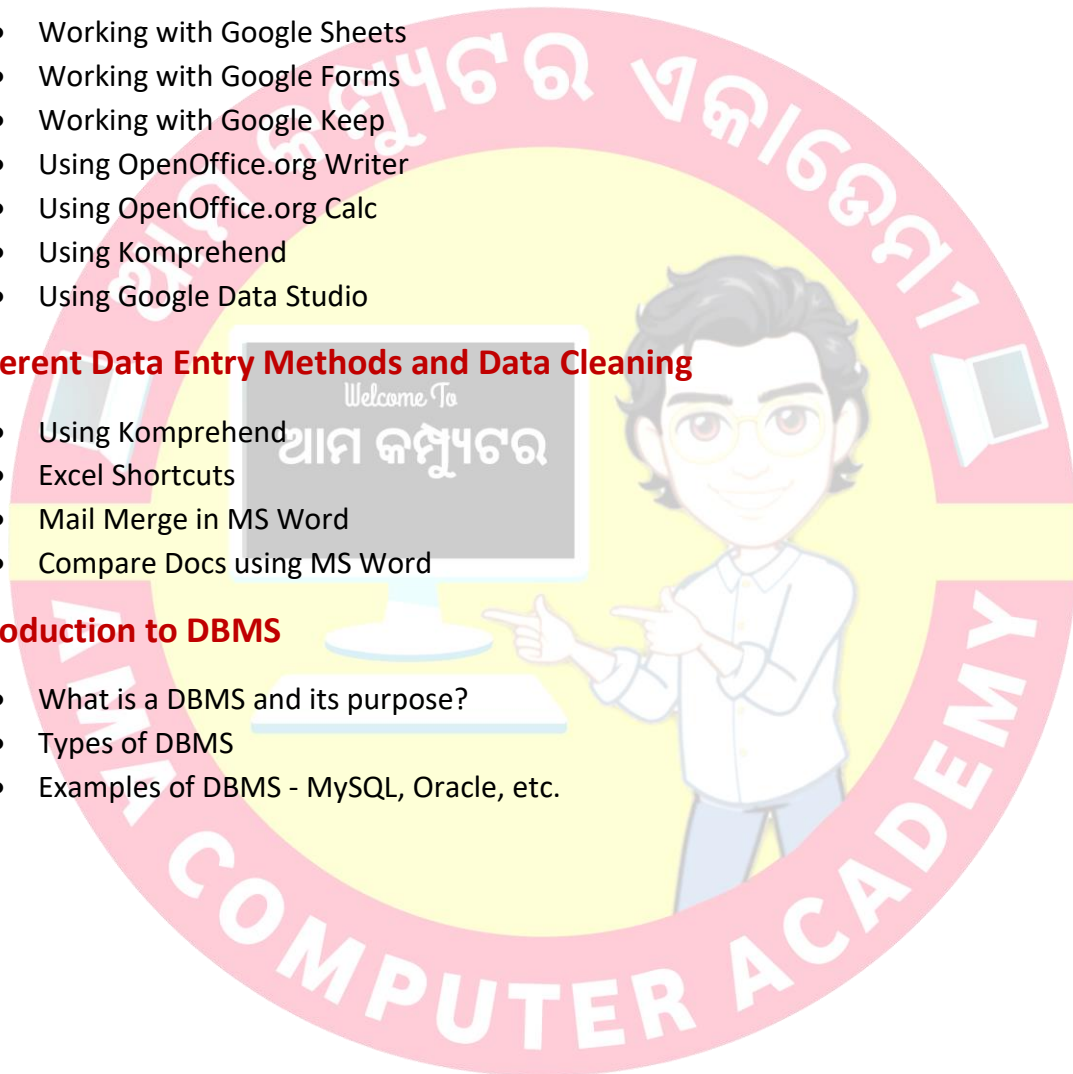
- Working with Google Sheets
- Working with Google Forms
- Working with Google Keep
- Using OpenOffice.org Writer
- Using OpenOffice.org Calc
- Using Komprehend
- Using Google Data Studio

Different Data Entry Methods and Data Cleaning

- Using Komprehend
- Excel Shortcuts
- Mail Merge in MS Word
- Compare Docs using MS Word

Introduction to DBMS

- What is a DBMS and its purpose?
- Types of DBMS
- Examples of DBMS - MySQL, Oracle, etc.



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