

# Basic Excel Course Curriculum

## Duration: 6 Classes | Fee: ₹3,000

### Module 1: Introduction to Excel

- Understanding the Excel interface (Ribbon, Workbook, Worksheets)
- Navigating and selecting cells, rows, and columns
- Entering and formatting data (Text, Numbers, Dates)
- Saving, Opening, and Managing Excel files

### Module 2: Basic Excel Functions

- Introduction to Formulas and Functions
- **SUM, AVERAGE, MIN, MAX**
- **COUNT, COUNTA, COUNTIF**
- **IF Function (Basic Usage)**
- **Text Functions:** CONCATENATE, LEFT, RIGHT, LEN, TRIM
- **Lookup Functions:** VLOOKUP, XLOOKUP, INDEX-MATCH

### Module 3: Data Handling & Formatting

- Sorting and Filtering Data
- Formatting Cells (Font, Color, Borders, Alignment)
- Conditional Formatting (Highlighting Important Data)
- Data Validation (Drop-down lists)

### Module 4: Working with Tables & Charts

- Creating and Managing Excel Tables
- Introduction to Charts (Bar, Line, Pie Charts)
- Customizing Charts for better visualization

## Module 5: Pivot Tables & Basic Data Analysis

- Introduction to PivotTables
- Creating and Customizing PivotTables
- Using Slicers and Filters in PivotTables
- Basic Data Analysis with PivotTables

## Module 6: Printing & Sharing Excel Files

- Setting up Print Areas and Page Layout
- Exporting as PDF
- Sharing and Protecting Excel Workbooks

## Final Project & Assessment

- Hands-on practice with real-world Excel scenarios
- Quick assessment to test learning outcomes

**Certification:** Upon successful completion, students will receive a **Basic Excel Certificate**.