Detailed Milestone Chart (Microsoft Excel)

Session No	Date	Time	Duration	Topics to be Covered
1	T.B.D.	T.B.D.	2 Hours	Basic Excel structure (Cells, Rows, Columns), Basic Excel Functions (Sum, Min, Max, Average, Count)
2	T.B.D.	T.B.D.	2 Hours	Page Setup (Margins, Page Size, Print Area), Importing and Exporting Data in various formats (PDF, Text, Web), Data Validation
3	T.B.D.	T.B.D.	2 Hours	What-If Analysis (Goal Seek), Text-To-Columns, Protect Worksheet and Workbook
4	T.B.D.	T.B.D.	2 Hours	Sharing Workbook (Compare and Merge Workbooks), Freeze Panes, Work Spaces
5	T.B.D.	T.B.D.	2 Hours	TEXT Functions (LEN, UPPER, LOWER, CONCATENATE, CHAR, CODE, LEFT, RIGHT, REPLACE, PROPER, EXACT)
6	T.B.D.	T.B.D.	2 Hours	DATE Functions (NOW, TODAY, DAY, MONTH, YEAR, HOUR, MINUTE, SECOND)
7	T.B.D.	T.B.D.	2 Hours	Mathematical Functions (ABS, MOD, CEIL, FLOOR, POWER, RAND, RANDBETWEEN, SQRT, SUMIF, COUNTIF, AVERAGEIF)
8	T.B.D.	T.B.D.	2 Hours	Formula Auditing (Error Checking, Trace Precedent, Trace Dependent, Watch Window, Show/Hide Formula), Working with Macros
9	T.B.D.	T.B.D.	2 Hours	Mail Merge (Importing Data from Excel to Word), Securing Workbook, Pivot Table, 2D and 3D Formula
10	T.B.D.	T.B.D.	2 Hours	Conditional Formatting, Adding Digital Signatures to the Document, Lookup and References (HLOOKUP and VLOOKUP)
11	T.B.D.	T.B.D.	2 Hours	Sorting and Filtering Data, Inserting Shapes, Charts (Bar, Column, Pie, Line, Area, Scatter), Picture, Cliparts, Smart Arts)
12	T.B.D.	T.B.D.	2 Hours	Inserting Hyperlinks (Internal and External), Inserting Word Arts, Headers and Footers, Doubts Solving

Please note that the above mentioned topics will be covered as far as possible in the same sequence, but in case if some of the topics are not covered in the session then they will be continued in the next session. And in case if some of the topics are covered well in time then with your consent we may continue with the next topic.