

Excel 2010/2013/2016

Day 1

- **Introduction to Excel User Interface**
 - Application
 - Workbook
 - Worksheets & its Components
 - Named Ranges
- **Formatting**
 - Cell Color, Font Color, Indents, Alignments, Text Orientation
 - Number Formats
 - Custom Formats
 - Editing commands
- **Data Sorting**
 - Built-in Sort
 - Sorting Levels
 - Custom Sort
- **Data Filtering**
 - Auto Filter – Filter By Color, Filter by Icon Sets
 - Advanced Filter
 - Remove Duplicates
- **Data Subtotal – Built-In Subtotal (Nested Subtotal)**
- **Data Validation**
 - Based on cell values (text length, whole no., dates)
 - Based on Formulas
 - List Dropdown
 - Circle Invalid Data
 - Input & Error Messages
- **Data Grouping**
 - Grouping Rows
 - Grouping Columns
- **Data Tables (List Objects)**

Day 2

- **Conditional Formatting**
 - Formatting based on Cell values
 - Formatting based on Formulas
 - Icon Sets (bars, scales, icons)
 - **Freezing Panes**
 - **Text-to-Columns**
 - Delimited
 - Fixed Length
 - **Data Consolidation (from multiple files)**
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- **Getting External Data into Excel**
 - From MS Access

- From Text files
- From Web
- Other Data Sources

- **Formulas**
 - TEXT Functions
 - IF
 - ERROR Functions
 - LOGICAL Functions
 - VLOOKUP ○ HLOOKUP ○ COUNTIF ○ SUMIF
 - SUMPRODUCT
 - DATE & TIME FUNCTIONS
 - FORMULA TEXT (2013)
 - Information Functions (ISNA, ISEVEN, ISERR...)

- **Charts**
 - Chart Types
 - Chart Components
 - Primary Vs Secondary Axis
 - Chart Formatting
- **Sparkline (2010 and above)**
- **Pivot Tables**
 - Introduction & Creation
 - Slicer
 - Timeline (if 2013 available)
 - Pivot Charts
- Calculated Fields ○ Calculated Items ○ Grouping
 - Formatting – Number/Conditional

- **What-If Analysis**
 - Goal Seek
 - Scenario Manager
 - Data Tables
- **Solver (Add-In)**
- **Macros**
 - Recording
 - Quick Automation techniques
- **Information on Certifications for Microsoft Excel (Office)**