MODULE-1 MS EXCEL FOR FRESHER'S BY EXPERT TRAINER

CHAPTER – 1 (EXCEL INTRODUCTION WITH BASIC CONCEPT)

- Overview & Interface
- Cell, Range, Rows and Columns
- Data type in Excel
- Cell Reference – **(Absolute, Relative & Mix Reference)**
- Entering Text and Number in a cell & ranges.
- How to protect excel file?
- Text & Number Formatting.
- Use Format Painter
- Use Paste Special- **(Cut, Copy, Paste, Comments, Data Validation, Format, Formulas etc.)**
- Line and Paragraph Spacing
- Use Table Bordering - **(Bottom Border, Top Border, Left Border, Right Border, Outside Border)**
- Increase Indent & Decrease Indent.

CHAPTER–2 (FORMULA'S/FUNCTIONS)

❖ ***Formulas or Functions***

Mathematical formulas

- SUM
- SUMIF
- SUMIFS
- SQRT
- ROUND
- RANDBETWEEN
- PRODUCT
- POWER
- LCM
- FACT

Date& Time formulas

- DATE / TIME / NOW / TODAY

Logical formulas

- IF
- IFERROR
- OR

Lookup & Reference formulas

- VLOOKUP
- HLOOKUP

Text formulas

- CONCATENATE
- EXACT
- UPER / PROPER / LOWER
- VALUE

CHAPTER – 3 (DATA MANIPULATION IN EXCEL)

- Table Creation and Updating.
- Excel Scenarios
- Goal Seek
- Using Absolute Cell Reference.
- Create Salary Sheet.
- Create Attendance Sheet.
- How to calculate percentage (%)
- How to fetch data one sheet to another sheet using VLOOKUP & HLOOKUP.
- How to validate data?
- How to consolidate data from multiple sheets?
- How to Create Pivot Table?

CHAPTER – 4 (CHART / GRAPHS PREPARATION)

- Column Chart
- Bar Chart
- Pie Chart
- Line Chart
- Move & Resize Chart
- Chart Styles and layout.
- Chart & Series titles.
- Add Labels in charts (Column, Pie, Bar, Line Chart)

CHAPTER – 5 (PRINTING & PAGE SETUP)

- How to **Set Margin** in Excel?
- How to Set Print Area in Excel?

MODULE-2 MS EXCEL FOR INTERMEDIATE BY EXPERT TRAINER

CHAPTER -1 (80+ FORMULAS/FUNCTIONS)

All-: MATHMETICAL/LOGICAL/STATISTICAL/DATE & TIME/TEXT/LOOKUP & REFERENCES

- COUNT
- COUNTA
- COUNTBLANK
- COUNTIF
- COUNTIFS
- SUM
- SUMIF
- SUMIFS
- AVERAGE
- AVERAGEA
- AVERAGEIF
- AVERAGEIFS
- SUBTOTAL
- CONCATERNATE
- UPPER
- PROPER
- LOWER
- CONCATENATE WITH UPPER/PROPER/LOWER
- MAX
- MIN
- LARGE
- SMALL
- SIMPLE VLOOKUP
- VLOOKUP WITH ARRAY
- MATCH
- VLOOKUP WITH MATCH
- HLOOKUP
- HLOOKUP WITH ARRAY
- HLOOKUP WITH MATCH
- INDEX WITH MATCH
- ROW/ROWS
- COLUMN/COLUMNS
- CELL
- ADDRESS

- TEXT
- INDIRECT
- DATE
- DAY
- MONTH
- YEAR
- DATEIF
- TIME
- NOW
- TODAY
- HOUR
- MINUTE
- SECOND
- NETWORKDAY
- WORKDAYS
- WEEKDAY
- WEEKNUM
- NESTED VLOOKUP
- IF
- NESTED IF
- GOAL SEEK
- ROUND
- ROUNDUP
- ROUNDDOWN
- RANK
- RANDBETWEEN
- AND
- OR
- IFERROR
- LEN
- LEFT
- RIGHT
- MID
- TRIM

- FIND
- SEARCH
- ABS
- EXACT
- POWER
- PRODUCT
- SUMPRODUCT
- SQRT
- TRANSPOSE
- CHAR
- REPLACE
- SUSBTITUTE
- NESTED SUBSTITUTE
- OFFSET

CHAPTER -2 (DATA MINING & REPORTING)

- Data Preparation (Using Create Table / Pivot Table)
- Data Summarization (Using Formulas)
- Data Presentation (Using Charts)

CHAPTER – 3 (CHART / GRAPHS PREPARATION)

- Mix Chart
- Area Chart
- Stock Chart
- Surface Chart
- Bubble Chart
- Radar Chart

MODULE-3 ADVANCED EXCEL FOR PROFESSIONALS

CHAPTER – 1 (FORMULA/FUNCTIONS)

- ➢ **MATHMETICAL FUNCTIONS**

- ✚ COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS, SUM, SUMIFS, AVERAGE, AVERAGA, AVERAGEIF, AVERAGEIFS, SUBTOTAL, RAND, RANDBETWEEN, ROUNDUP, ROUNDDOWN, ROUND, SUMPRODUCT

- ➢ **TEXT FUNCTION**

- ✚ CONCATENATE, UPPER, PROPER, LOWER, TEXT, LEN, LEFT, RIGHT, MID, FIND, SEARCH, REPLACE, CHAR, CLEAN, CODE, CLEAN, TRIM, VALUE, LARGE, SMALL

- ➢ **LOOKUP & REFERENCE FUNCTIONS**

- ✚ VLOOKUP, HLOOKUP, INDEX, MATCH, INDIRECT, ADDRESS, CELL, ROW, ROWS, COLUMN, COLUMNS, CHOOSE, ARRAY CONCEPT IN LOOKUP, OFFSET

- ➢ **STATISTICAL & OTHER FUNCTIONS**

- ✚ ISNA, ISBLANK, ISERR, MIN, MAX, ISEVEN, ISLOGICAL, ISTEXT

- ➢ **LOGICAL FUNCTIONS**

- ✚ AND, OR, IF, IFERROR, NOT, NESTED IF

CHAPTER -2 (CONDITIONAL FORMATING)

- ✚ Creating, managing and merging styles for cell formatting.
- ✚ Highlight Cell Rules /Top Bottom Rules /Data Bars /Color Scales /Icon Sets

CHAPTER 2 – DATA COLLECTION METHOD

- ✚ With Data Quality, Collaboration & Security Like Share your Workbook on Share Drive With Quality

CHAPTER – 3 (DATA MANAGING IN EXCEL)

- How to Record Data with proper format?
- Pivot Table-MIS, Data Analysis & Visualization
- How to prepare Salary Sheet?
- How to prepare Attendance Sheet?
- How to prepare Sales Report?
- How to Summarize Report?
- How to fetch data one sheet to another sheet using VLOOKUP, HLOOKUP & INDEX MATCH?
- How to validate data using data validation & dependent validation?
- How to consolidate data from multiple sheets?

CHAPTER 4 – (DATA IMPORTING_FILTERATION_VALIDATION_CONSOLIDATION)

GET EXTERNAL DATA

- DATA FETCH FROM MS ACCESS
- DATA FETCH FROM WEB
- DATA FETCH FROM TEXT
- DATA FETCH FROM OTHER SOURCE

SORT & FILTER

- FILTER
- SORTING
- ADVANCED FILTER

DATA TOOLS

- TEXT TO COLUMNS
- REMOVE DUPLICATES
- DATA VALIDATION
- DEPENDENT DATA VALIDATION
- CONSOLIDATION
- WHAT IF ANAYLSIS

OUTLINE

- GROUP
- UNGROUP

CHAPTER 5 – (ADVANCED DASHBOARD IN EXCEL)

- Overview of Chart Types.
- Chart Formatting
- Dynamic Charts
- 2D & 3D Charts
- Active X Form Controls
- Principle of great dashboard design
- Interactive Charts with form controls
- Combo Box
- Scroll Box
- Radio / Option Button
- Form Controls for reports automation