

# Microsoft Excel Training Syllabus

## Excel Total Course Duration

### Session 1: Introduction

- 1.01 Introduction
- 1.02 Interface
- 1.03 Tabs and Ribbons
- 1.04 Document Windows
- 1.05 Navigation Tips
- 1.06 Office Button and Save

## Session 2: Entering, Editing and Formatting Data

- 2.01 Introduction
- 2.02 Entering Data
- 2.03 Fonts, Fills, and Alignment
- 2.04 Cut, Copy, and Paste
- 2.05 Paste Special
- 2.06 Undo and Redo
- 2.07 Moving, Finding, and Replacing a Value
- 2.08 Cell Styles
- 2.09 Comments

## Session 3: Formatting Numbers

- 3.01 Introduction
- 3.02 Currency Format
- 3.03 Format Painter
- 3.04 Formatting Dates
- 3.05 Custom and Special Formats

## Session 4: Managing Worksheets

- 4.01 Introduction
- 4.02 Naming and Moving Worksheets
- 4.03 Copying Worksheets
- 4.04 Adding, Deleting and Hiding Worksheets
- 4.05 Grouping Worksheets
- 4.06 Moving, Copying, Deleting and Hiding Grouped Worksheets

## Session 5: Modifying Rows and Columns

- 5.01 Introduction
- 5.02 Inserting and Deleting Columns and Rows
- 5.03 Inserting & Deleting Cells
- 5.04 Inserting Multiple Columns & Rows

- 5.05 Modifying Cell Width and Height
- 5.06 Hiding and Unhiding Rows and Columns

## **Session 6: Understanding Formulas**

- 6.01 Introduction
- 6.02 Using Operations
- 6.03 Creating Formulas
- 6.04 AutoSum
- 6.05 Common Formulas
- 6.06 Searching for Formulas
- 6.07 Copying Formulas
- 6.08 Using Relative and Absolute References

## **Session 7: Changing Views**

- 7.01 Introduction
- 7.02 Workbook Views
- 7.03 Show/Hide
- 7.04 Zoom Features
- 7.05 Freeze Panes
- 7.06 Split Windows
- 7.07 Viewing Multiple Windows
- 7.08 Minimize The Ribbon
- 7.09 Worksheet Backgrounds
- 7.1 Watermarks

## **Session 8: AutoFill and Custom Lists**

- 8.01 Introduction
- 8.02 AutoFill a Series
- 8.03 AutoFill Non-Adjacent Cells
- 8.04 AutoFill on Multiple Sheets
- 8.05 Creating Custom Lists
- 8.06 Series Formatting

## **Session 9: Conditional Formatting**

- 9.01 Introduction
- 9.02 Highlight Cells Rules
- 9.03 Top/Bottom Rules
- 9.04 Data Bars
- 9.05 Color Scales
- 9.06 Custom Formatting Rule

## **Session 10: Tables**

- 10.01 Introduction
- 10.02 Insert a Table and Style Options
- 10.03 Add Rows and Columns
- 10.04 Perform a Function in a Table
- 10.05 Summarise With Pivot Table

## **Session 11: Data Tools**

- 11.01 Introduction
- 11.02 Data Validation
- 11.03 Drop-Down Lists
- 11.04 Removing Duplicates
- 11.05 Text To Columns
- 11.06 Goal Seek
- 11.07 Scenario Manager

## **Session 12: Referencing Formulas**

- 12.01 Introduction
- 12.02 Multiple Sheet References
- 12.03 Consolidating Data - With or Without Links
- 12.04 Trace the Precedents and Dependents
- 12.05 Using the Watch Window

## **Session 13: Ranges and Dates**

- 13.01 Introduction
- 13.02 Cell Names
- 13.03 Named Ranges
- 13.04 Formulas with Cell Names
- 13.05 Date Formulas

## **Session 14: Lookups**

- 14.01 Introduction
- 14.02 VLOOKUP
- 14.03 VLOOKUP Exact Match
- 14.04 HLOOKUP
- 14.05 HLOOKUP Exact Match

## **Session 15: Conditional Logic**

- 15.01 Introduction
- 15.02 IF Statement
- 15.03 Nested IF
- 15.04 AND
- 15.05 OR
- 15.06 NOT
- 15.07 IFERROR
- 15.08 SUMIF
- 15.09 AVERAGEIF
- 15.1 COUNTIF & COUNTIFS
- 15.11 SUMIFS
- 15.12 AVERAGEIFS

## **Session 16: Text Formulas**

- 16.01 Introduction

- 16.02 Case Formulas
- 16.03 Fix Number Fields
- 16.04 Trim Spaces
- 16.05 Substitute Text

## **Session 17: Introduction to Charts**

- 17.01 Introduction
- 17.02 Chart Types
- 17.03 Instant Chart
- 17.04 Update Chart
- 17.05 Column Chart
- 17.06 Picture Fill
- 17.07 Adjust Chart Size
- 17.08 Line Chart
- 17.09 Scatter Chart

## **Session 18: Formatting Charts**

- 18.01 Introduction
- 18.02 Chart Styles
- 18.03 Chart Layouts
- 18.04 Add Labels
- 18.05 Axis Options
- 18.06 Chart Title
- 18.07 Legends
- 18.08 Data Labels

## **Session 19: Adding Graphics to Spreadsheets**

- 19.01 Introduction
- 19.02 Insert Pictures
- 19.03 Modifying Pictures
- 19.04 Insert Shapes
- 19.05 Insert SmartArt
- 19.06 Apply Themes
- 19.07 Arrange

## **Session 20: Outline, Sort, Filter, and Subtotal**

- 20.01 Introduction
- 20.02 Group and Ungroup
- 20.03 Sort Data
- 20.04 Sort Multiple Levels
- 20.05 Filter Data
- 20.06 Advanced Filter
- 20.07 Conditional Sorting and Filtering
- 20.08 Sorting with Custom Lists
- 20.09 Subtotal

## **Session 21: PivotTables**

- 21.01 Introduction
- 21.02 Creating PivotTables
- 21.03 Choosing Fields
- 21.04 PivotTable Layout
- 21.05 Filtering PivotTables
- 21.06 Modifying PivotTable Data
- 21.07 PivotCharts

## **Session 22: Protecting Data**

- 22.01 Introduction
- 22.02 Workbook Passwords
- 22.03 Protecting Workbooks
- 22.04 Unlocking Cells

## **Session 23: Collaboration**

- 23.01 Introduction
- 23.02 Document Properties
- 23.03 Inserting Hyperlinks
- 23.04 Sharing a Workbook
- 23.05 Track Changes
- 23.06 Accept/Reject Changes
- 23.07 Mark as Final

## **Session 24: Printing**

- 24.01 Introduction
- 24.02 Page Orientation
- 24.03 Page Breaks
- 24.04 Print Area
- 24.05 Margins
- 24.06 Print Titles
- 24.07 Headers and Footers
- 24.08 Scaling
- 24.09 Sheet Options

## **Session 25: Saving a Workbook**

- 25.01 Introduction
- 25.02 Save As Previous Version
- 25.03 AutoRecover Save Options
- 25.04 Templates
- 25.05 Save As PDF
- 25.06 Save As Web Page
- 25.07 Macro-Enabled Workbook

## **Session 26: Macros**

- 26.01 Introduction and Macro Security
- 26.02 Recording a Macro
- 26.03 Assign a Macro to a Button or Shape

26.04 Run a Macro upon Opening a Workbook

26.05 How to Inspect and Modify a Macro













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