

# **BASIC EXCEL**

## **Module 1: Introduction of MS Excel 2013**

- Spreadsheets, workbook and worksheet
- Excel Terminologies
- Insert row and column
- Move and setting of height and width of rows and columns
- Formatting of cell
- Format painter
- Copy and pasting
- Merger and wrapping of cell

## **Module 2: References, Formatting**

- Cell reference and range
- Conditional formatting
- Name manager (ctrl+3)
- Inserting of table
- Table formatting

## **Module 3: Comments and simple calculations**

- Inserting comments and editing
- Addition, subtraction, multiplication and division

## **Module 4: Mathematical, Statistical and other functions**

- SUM
- SQRT
- ROUND
- ROUNDUP
- ROUNDDOWN
- MROUND
- INT
- MAX
- MIN
- Average
- COUNT
- COUNTA
- LARGE
- SMALL
- RANK
- DATE
- WEEKDAY
- DATEVALUE
- POWER
- SQRT
- ROMAN

### **Module 5 Text Functions**

- UPPER
- LOWER
- PROPER
- TRIM
- LEFT
- RIGHT
- Concatenate

### **Module 6 Validations and Paste Special**

- DATA VALIDATION
- PASTE SPECIAL

### **Module 7 Filters, Sorting and Macros**

- Filter
- Sorting
- Macros

### **Module 8: Charts**

- Charts
- SPARKLINE

### **Module 9: Protection and Security**

- Freeze Panes
- Split
- Auditing
- Track Changes
- Cell Range Protection
- Password

### **Module 10: Page layout, Print settings and linking**

- Margins
- Print Title and Print Area
- Page layout and orientations
- Hyperlink

