

Course 1: Basic Excel – Introduction to MS Excel (Duration 7.5 hours)

Course 2: Intermediate to Advanced Excel for Business: Working with Excel Functions (Duration 12 hours)

Course 3: Advanced Excel for Business: Using Excel for Data Analysis (Duration 14 hours)

Basic Excel – Introduction to MS Excel

Duration: 7.5 hours

[Mode: Online; Minimum duration per day 1.5 hrs, Maximum duration: 3 hrs]

This course is for anyone who is not familiar with MS excel and wants to learn the basics of the application.

Topics covered:

Module 1

Getting started with Excel

Understanding Excel Interface – Worksheet, Ribbons, Toolbars, Quick Access toolbar

File menu

Data Types & understanding their treatment in excel – text, Numbers, Dates

Simple data entry and creating a file

Using autofill to enter data

Module 2

Understanding Excel Formula Syntax

Creating formulas to Total data

Cell References and their importance in excel formula

Functions: SUM and AVERAGE

Some common Stat functions – MAX, MIN, COUNT, COUNTA, COUNTBLANK, SMALL, LARGE

Common excel errors

Module 3

Formatting in Excel

Adjusting worksheet layout and data

Introduction to Conditional formatting

Adjusting Page Layout

Page Setup and printing controls

Module 4

Sorting data – single and multiple sort keys

Filtering Data – simple and Advanced

Some basic techniques for managing data – Removing duplicates,

Worksheet views – split, freeze, synchronised scrolling

Module 5

Introduction to Excel Charts

Different types of charts

Working with Chart elements

Formatting Charts

Intermediate to Advanced Excel for Business **Working with Excel Functions**

Duration: 12 hours

[Mode: Online; Minimum duration per day 1.5 hrs, Maximum duration: 3 hrs]

This course is for anyone who is wants to use Excel to manipulate data and create reports by performing various calculations using Excel functions.

Pre-requisite: Should be familiar with using MS Excel (Refer my course on 'Basic Excel – Introduction to MS Excel')

Topics covered:

Module1

Elements of a formula, Order of precedence, Formula Syntax
Using Cell references in formulas – relative, mixed and absolute
Exploring the Formula bar
Formula Auditing
Stat functions – MEDIAN, LARGE, SMALL, RANK, PERCENTRANK, COUNT, COUNTA and COUNTBLANK

Module 2

Text Functions
Functions used to standardize formatting -TRIM, LOWER, UPPER, PROPER,
To join multiple text strings into a single text string - &, CONCATENATE
Cutting Up Text Strings - RIGHT, LEFT, MID, LEN
Search within text and substitute values – SEARCH, SUBSTITUTE

Module 3

Understanding how Excel stores Dates
Volatile functions TODAY and NOW
Calculating date differences with DATEDIF
Extracting the parts of a date – DAY, MONTH, YEAR
Counting working days with NETWORKDAYS, NETWORKDAYS.INTL
Calculating end-of-month and future or past dates with EDATE and EOMONTH
Converting text entries into dates and times with DATEVALUE and TIMEVALUE

Module 4

Decision making using Logical Functions
Simple condition using IF and relational operators
Logical Operators – AND, OR
Using IF and Logical operators AND/ OR to create compound conditions
Cascading conditions using Nested IF

Module 5

Lookup Functions – VLOOKUP and HLOOKUP
Looking up information across a vertical range using VLOOKUP
Understanding the rules of Lookup functions
Using lookup functions to merge information across multiple tables
Using Named Ranges to simplify cell references

Module 6

Reference Functions – INDEX and MATCH
Locating data with MATCH
Retrieving information by location with INDEX
Using MATCH and INDEX together

Module 7

Math Functions – ROUND, ROUNDUP, ROUNDDOWN
Conditional tabulations – SUMIFS, AVERAGEIFS, COUNTIFS
Information functions – ISBLANK, ISNUMBER, ISTEXT
Error checking with ISERROR

Module 8

Data Validation techniques
Controlling the values – numeric, text
Using Input messages and error texts
Creating user pick up lists for data validation
Performing Conditional formatting

Suvarna Koppiker

Advanced Excel for Business Using Excel for Data Analysis

Duration: 14 hours

[Mode: Online; Minimum duration per day 1.5 hrs, Maximum duration: 3 hrs]

This course is for anyone who wants to gain a good understanding of Excel to transform it from a basic spreadsheet program into a dynamic and powerful analytics tool

Pre-requisite: Prior knowledge of basic excel and working with Excel functions is a must

Topics covered

Working with Excel Tables

- Understand Excel tables vs normal data ranges
- Organize and summarize data using Excel tables
- Create aggregate reports using formula-based techniques

Data Validation and formatting

- Data Validation techniques – drop down lists, using formulas
- Performing Conditional formatting

Techniques to cleanse and prep data

- Data preparation – cleaning source data using basic functions
- Fixing dates
- Using diagnostic functions

Working with multiple worksheets and workbooks

- Managing data across multiple sources (worksheets and workbooks)
- Consolidating by position
- Consolidating by reference

Data Analysis Tools

- Using Goal Seek
- Using Scenario Manager
- Using Data Tables

Data analysis using Pivot tables - Introduction to Pivot tables

- Data preparation – cleaning source data using basic functions
- Creating pivot tables
- Formatting data in pivot tables
- Sorting, Filtering and Grouping data in Pivot tables

Performing calculations in Pivot tables

- Calculated fields
- Table Calculations

Manipulating pivot tables

- Working with multiple pivot tables
- Slicers and Timelines

Visualization using Pivot Charts

- Creating Pivot charts
- Working with different types of charts
 - Column Chart
 - Combo Chart
 - Scatter Plot chart
 - Heatmap
 - Stacked area chart
- Filtering with Pivot charts
- Slicers and Timelines

Dashboarding using Excel

- Building an interactive dashboard in excel using a combination of techniques learnt – case study based problem solving

Suvarna Koppiker