

## Introduction

This course is designed for MS Excel basic and advanced concepts of Excel. It will be helpful for beginners and professionals by keeping their requirements in mind.

## Methodology

The programme consists of a mix of lectures, presentations demonstrations & hands-on practice.

## Duration & Timing

**Part Time:** 1 Month (1 hr/per day)

**Mode of Training:** Online



### WEEK-I

1. Introduction to Excel
2. Starting Excel, Change Column Width
3. Inserting/Deleting Columns & Rows
4. Entering Formula
5. Performing Simple Calculation

### WEEK-II

6. Copying Formulas/ Formatting Cells
7. Sorting & Filter
8. Printing Options
9. Filtering Data
10. Data Sorting

**Training  
On  
MS-EXCEL**

# Course Content

## WEEK-III

- 11. Security
- 12. MS Excel Themes
- 13. Templates
- 14. Charts
- 15. Graphics

## WEEK-IV

- 16. Pivot Tables
- 17. Pivot Charts
- 18. Data Validation
- 19. Cross Referencing in Excel
- 20. Freeze/Unfreeze Panes

## WEEK-V

- 21. Hyperlinks
- 22. **Final Assessment**