

# Basic and Advanced Excel

- ❖ Course Duration: 4 weeks
- ❖ Number of Classes: 8 (Every Sat and Sun)
- ❖ Mode: Online
- ❖ Assignments: Weekly
- ❖ Fees: 3999 INR

## Course structure

Wk No.	Topic	Details
1	Introduction	> Course discussion > Excel- use in corporate world > Various tabs and operations in Excel (home, insert, page layout, etc) > Lesson on keyboard shortcuts
2	Using Formulas	>Basic functions demo (summation, counting, mathematical, statistical etc for daily usage) >Pasting methods (value, formula,format etc) > Formatting (merge, wrap, alignment, bordering, conditional formatting)
3	Data management	> Handling texts: concatenate, left, right, mid, date functions, length > Data operation: sorting, filtering, freezing panes, removing duplicates, data validation > Data search: find and replace, vlookup, hlookup, index, match, indirect
4	Charting	>Making charts in excel (scatter plot, line graph, piechart) > Generate trend analysis report dynamic to data changes