

Basic Excel

Duration - 24 hrs. (2 hrs. each week)

Complere Excel

Duration - 40 hrs. (2 hrs. each week)

- ✓ This is not the complete list that I will cover to you, it is for reference.
- ✓ I will provide you the practice set in soft copy that is very practical and useful in daily work.
- ✓ I want to make you practical, trained, proficient so your practice toward classes is necessary.
- ✓ **The documents provided by me is confidential, don't share to anyone.**

1. **Introduction**

- a. Launch Excel
- b. excel Features
- c. Spreadsheet Terms
- e. Spreadsheet Navigation
- f. Basic Steps for Creating a Spreadsheet
- g. behavior of excel references
- h. Excel calculation modes

2. **Enter and Format Data**

- a. Create Spreadsheet
- b. Adjust Columns Width
- c. Type Text and Numbers
- d. Undo and Redo
- e. Insert and Delete Rows and Columns
- f. Text and Number Alignment
- g. Format Fonts
- h. Format Numbers
- i. Cut, Copy, and Paste Text
- j. Print Spreadsheet
- k. Exit Excel
- l. navigation to sheets and workbooks
- j. create your own custom list to data entry

3. **Basic Formulas**

- a. Create Formula
- b. Basic Steps for creating formulas
- c. AutoSum
- d. Borders and Shading
- e. Manual Formula
- f. data consolidation

4 **Name Range (Advance)**

- a. Create name range static
- b. Create name range dynamic (change over change the data set)
- c. create table and used instead of excel range

5. **Formula Functions**
 - a. Aggregate Function (Sum, Sumif, Sumifs, count, counta, countif, countifs, avg, max, min e.t.c)
 - b. Date and Time
 - c. Logical and conditional
 - d. Lookup and referential (vlookup, hlookup, index, offset, address, match)
 - e. Text Function
 - f. Relative versus Absolute Cell
 - g. nesting of function (Advance)
 - h.function error handling using nested function (Advance)
6. **Pivot Table**
 - a. Basic use of pivot table
 - b. Create pivot table on existing or other sheet.
 - C. calculation in pivot table
 - d. change source of existing pivot table
 - e. Create dynamic pivot using table and name range (Advance)
 - f. create pivot from other source data (Advance)
7. **Charts**
 - a. Type of Charts
 - b. Create a Chart
 - c. Change Chart Design
 - d. Change Chart Layout
 - e. Add Chart Title
 - f. Change Data Values
 - g. Create Pie Chart
 - h. Create Dynamic chart based on name range and form controls objects (check box, list box ...)
 - i. spark lines
8. **Sort and Filter**
 - a. Sort Data
 - b. AutoFilter
 - c. Custom Filter (Advance)
 - d. advance Filter (advance)
 - e. Named Ranges
 - f. Freeze Panes
 - g. Auto Format
 - h. Page Setup
 - i. Page Breaks
 - J. Display Formulas
 - k. Range Finder

9. **Conditional formatting**
 - a. Highlight cells by rules
 - b. Top or bottom
 - c. Data bar
 - d. Heat map
 - e. create icon set based on value
10. **Sharing and protecting (Advance)**
 - a. share your working workbook
 - b. protecting cell , Range worksheet and workbook
 - c. allow user to specific cell , range to work with.
11. **work with data tool (Advance)**
 - a. how to break data in columns
 - b. restricting user to input valid data (data validation)
 - c. grouping , ungrouping data
 - d. subtotaling of data for grouping
12. **Get External Data (Advance)**
 - a. extract data from other source
 - b. link data from other source and refresh
13. **Data Visualization (Advance)**
 - a. Create simple KPI sheet to show the metrics
 - b. Create Dashboard using data tables and graphs
 - C. Create Dynamic Dashboard
14. **what if analysis (Advance)**
 - a. goal seek
 - b. data table
 - c. scenario manager