

## Excel Course Outline For Working Professionals

| SrNo | Topic   | Schedule | Indicator      |
|------|---|----------|----------------|
| 1    | Introduction to Excel                                   | Hour 1   | Basic          |
| 2    | Excel Tip/Tricks  | Hour 1   | Basic          |
| 3    | Creating and applying names in a worksheet              | Hour 1   | Basic          |
| 4    | Concept of "What If" Analysis                           | Hour 2   | Intermediate   |
| 5    | Using the Goal Seek                                     | Hour 2   | Intermediate   |
| 6    | Using the Scenario Manager                              | Hour 2   | Intermediate   |
| 7    | Understanding Functions                                 | Hour 3   | Intermediate   |
| 8    | Single IF function                                      | Hour 3   | Intermediate   |
| 9    | Nested IF functions                                     | Hour 3   | Intermediate   |
| 10   | Date Formulaes and Applications                         | Hour 4   | Intermediate   |
| 11   | Statistical and Business Formulae                       | Hour 5   | Intermediate   |
| 12   | Using VLOOKUP and HLOOKUP                               | Hour 6   | Advanced       |
| 13   | Nested VLOOKUP and HLOOKUP functions                    | Hour 7   | Advanced       |
| 14   | Multilevel sorting                                      | Hour 8   | Intermediate   |
| 15   | Data validation   | Hour 9   | Advanced       |
| 16   | Advanced Filter   | Hour 10  | Advanced       |
| 17   | Creating and using Template                             | Hour 10  | Advanced       |
| 18   | Data Table  | Hour 10  | Advanced       |
| 19   | Pivot Table   | Hour 11  | Advanced       |
| 20   | Graphical Presentation of Data                          | Hour 11  | Intermediate   |
| 21   | Exporting To Different Formats                          | Hour 11  | Intermediate   |
| 22   | Consolidating data                                      | Hour 12  | Intermediate   |
| 23   | Formula Auditing Tools                                  | Hour 12  | Intermediate   |
| 24   | Protecting Workbooks, worksheets and cell ranges        | Hour 12  | Advanced       |
| 25   | Concept of Workbook Sharing – Comparing and merging     | Hour 13  | Advanced       |
| 26   | Understanding Macro                                     | Hour 13  | Advanced       |
| 27   | Recording and executing macro                           | Hour 13  | Advanced       |
| 28   | Introduction to Excel Macro VBA programming environment | Hour 14  | Advanced       |
| 29   | Creating basic macro programs                           | Hour 14  | Advanced       |
| 30   | Excel Macros Applications                               | Hour 15  | Advanced       |
| 31   | Concept of Importing External Data                      | Hour 16  | Advanced       |
| 32   | Creating external data source                           | Hour 16  | Advanced       |
| 33   | Importing external data                                 | Hour 17  | Advanced       |
| 34   | Creating a database query                               | Hour 17  | Advanced       |
| 33   | Test Assesment  | Hour 18  | Not Applicable |