

Industry Level Excel Training

Level 1, 2 & 3

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Course Duration: 35 – 40 Hours

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1.Introducing Microsoft Excel

- Introducing Microsoft Excel
- Introduction to Excel Starter
- Enter, Edit, and undo and redo changes.
- Worksheet operation
- Selecting Ranges in Excel
- Cut, Copy and Paste
- Inserting, deleting, moving, and hiding row and columns

2.MS Excel Fundamentals

- Cell Operation
- Text Alignment and orientation
- Wrap Text
- Merge & Center
- Number and Date Formats
- Remove Duplicates
- Go To Special
- Get and transform data.
- Consolidate in Excel

3.Working with Excel Templates

4. Time Saving Utilities

- AutoSum and Excel Fill
- Clear command in Excel
- Flash fills in excel.
- Wildcards Character in Excel
- Find & Replace
- Data Sorting
- Data Filter
- Go To Special
- Text to Columns
- Paste Special
- Group and Outline

5.Inserting Object in Excel

- Illustration group in excel.
- Drawing tool in excel
- Another tool in insert tab
- Hyperlink

6. Formula tab

- Defined Names / Name Manager
- Formula Auditing
- Calculation group

7. Concept of Cell Referencing

- Reference styles in Excel
- Cell Referencing

8. Logical Functions & IS Functions

- AND, OR, NOT Functions
- IF, IFS, Switch Functions
- IS and Error handling Function.

9. Summing Functions

- SUM, SUMIF, SUMIFS, Sum product, AGGREGATE and SUBTOTAL Functions

10. Counting Functions

- COUNT, COUNTA, COUNTIF and COUNTIFS Functions

11. Lookup and reference functions

12. Date & Time Functions

13. Math and Statistical Function

14. Information function in excel

15. Database and List Functions

16. Text Functions in Excel

17. Conditional Formatting in Excel

- Highlight Cells Rules
- Top Bottom Rules
- Data Bar
- Color Scales
- Icon Sets
- Conditional Formatting using Formulas.

18. Working With tables (Pivot Table and Excel Table)

- Excel Table
- Understanding Pivot Tables in Excel
- Pivot Table Analyze Contextual Tab.
- Pivot Table Options
- Excel Pivot Table Slicers
- Show Value as and Summarize value field.

19. Charts in Excel

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|------------------------|---------------------------|------------------------|-------------------|
| 1. Working with Charts | 2. Charts Formatting | 3. Column Charts | 4. Line Charts |
| 5. Combo Charts | 6. Pie Chart | 7. Doughnut Chart | 8. Area Chart |
| 9. Scatter Chart | 10. Bubble Chart | 11. Radar Spider chart | 12. Treemap chart |
| 13. Sunburst chart | 14. Waterfall chart | 15. Funnel Chart | 16. Stock chart |
| 17. Histogram chart | 18. Box and Whisker Chart | 19. Maps in Excel | |

20. Working with Advance Charting

- Working with Tiny Charts – Sparklines
- Win loss.
- Column sparklines

21. Using the Review Tab in Excel

- Data protection Excel
- Proofing in Excel
- Accessibility Checker
- Smart Lookup, Translate and Show Changes

22. Page Layout in Excel

- Page Layout and Printing
- Use Themes in Excel
- Sheet Options in Excel
- Arrange Group of Page Layout

23. Developer tab in Excel

- Code Group in Developer tab
- Form Controls in Excel
- Add-Ins group

24. Automate (Office Scripts)

25. Excel Options

25. Using the View Tab in Excel

- Sheet View

- Workbook Views
- Show and Zoom Group
- Window Group