

Introduction to MS Excel

In this topic, we will be covering Basic operations of Excel like Entering Data in a cell, Editing, Deleting, Replacing and some of the basic functions like Ctrl, Home, undo and redo.

Selecting multiple cells, range of cells, columns, rows, moving cell, cut, copy and saving your workbook.

Working with Excel Sheet

In this topic, we will be covering introduction to Formula, Parts of formula, Operators used in formula, List of operators, Operator precedence.

Conditional formatting, using Data bars, icon sets, clearing conditional formatting to find top 10 %, alignment wrap text, merge and centre, conditional formatting to highlight duplicate cells. Changing the number formats, Displaying negative numbers in red, changing date format, Adding borders and shading, Format Painter

Advanced Formula and Functions

In this topic we cover advanced formula and functions like use range names, Deleting range names, understanding functions, structure of functions, working with text functions like Left(), Right(),MID(),convert text to sentence case, Find(), Search(), Replace(), Substitute(),Logical functions, AND(),OR(), CHOOSE(),VLOOKUP() HLOOKUP(), MATCH(),and Index(), Date and Time Functions, Arithmetic Functions, Round up and Rand()etc.

Creating Charts in Excel

In this topic, we will cover how to create a simple chart, Moving chart to different sheet, changing the chart formats, like bar chart, pie chart etc., Adding labels to chart.

Analysing Data with Excel & Shortcut Keys

In this chapter we will convert to add form button to quick access toolbar, create data entry screen, generate subtotal, Collapse subtotal, Individual subtotals, Filtering Data, Remove Filtering, Use Advanced Filtering Consolidating multiple sets of data. Pivot Table & Pivot Chart.

Navigating in worksheets and selecting cells with short cut keys.