MS-EXCEL - BASIC

Know MS-Excel
- o What is MS-Excel? Benchmarking features of MS-Excel 2010
- o Basic terminology i.e. what is workbook, worksheet, cell, range, name range & etc.
- o Get familiar with MS-Excel window/screen i.e. Ribbon, Quick Access Toolbar, Formula Bar & etc.
- o Shortcuts for quick navigation

Basic Commands
- o Quick overview of tabs i.e. Home, Insert & etc.
- o Covering basic & commonly used commands in tabs for data handling & formatting.

Handling Workbook & Worksheets
- o Types of Workbook & Worksheet
- o Handling Workbook & Worksheets i.e. Templates, Open, Save, Rename, Copy, Paste & etc.

Entering & Formatting Data
- o Data Types
- o Formatting options
- o Conditional Formatting (Basic)
- o Basic mathematical operations
- o Cell Linking: same Worksheet, different Worksheet, different Workbook.

Optimizing & Data Validation
- o Sorting (Basic)
- o Filtering (Basic)
- o Data Validation (Basic)

Introduction to MS-Excel Functions
- o Difference between Function & Formula.
- o Introduction to Functions covering: SUM, MAX, MIN, AVERAGE, COUNT, SUMIF, COUNTIF, VLOOKUP

Charts & Data Presentation
- o Data ethics & presentation
- o Overview of charts
- o Preparing and formatting charts

Audience

Freshers, working professionals wants to explore the features and functions of MS-Excel for basic functionality to start using the tool.

Your Takeaways

- One month free of cost online / telephone support.
- Approximately 15 hours instructor led professional session
- Real life/professional examples.
- Soft copy of course material

Training Venue

Pune

Timings

Morning: 7:00 AM to 8:00 AM
Evenings: 6:00 PM to 8:00 PM
Weekends: 10:00 AM to 1:00 PM

Fee

INR 2975/- (all inclusive).

3000+ participants trained.
30+ data automation projects in MS-Excel for big corporates.
7+ MS-Excel based software/tools for clients in India and UK.