Ms excel syllabus

➢ create blank sheet ,insert ,rename & delete sheets.

➢ Wrap text, text-direction, formatting.

➢ Insert & delete rows & columns.

➢ Range ,hyperlink ,boomark,auto-correct ,format-painter.

➢ Sort & filter, conditional-formatting,borders, hotkeys

➢ Find ,replace & go to options, watermark, pagecolor.

➢ alignment ,font-style ,text & fill color ,size ,format etc.

➢ Insert clip-art, images, shapes , smart art.

➢ Create table ,pivot table ,format tables ,cover page.

➢ Create charts, text box, word art, symbols.

➢ Clipart, shapes, picture, wordart, orientation, background

➢ Functions – 60

Autosum,sum,max,min,multiplication,division,subtraction,
addition,percentage,average,abs,count,count-
blank,countif,sumif,date,weekday,month,year,sqrt,
convert,is-blank,Dmax ,dmin ,dcount ,dsum ,daverage,
iferror, etc.

➢ Edit custom list ,freeze panes ,split window.

➢ Fill series, merge & unmerge cells, auto-fit.

➢ If functions(normal, or, and, nested if).

➢ Goal-seek, add comment, v-look-up, h-look-up.

➢ Data Validation, macro, different view, insert object

➢ Financial functions-pmt,fv,pv,etc.

➢ Cell referencing (fixed, absolute)

➢ Save, protect worksheet, protect-workbook, protect file.