

MS Excel

Duration: 16 Hours

Section 1: Managing and Formatting Workbooks and Worksheets

- Managing & setting up Sheets & Workbooks
- Organizing and Various Formatting Option on Data in WorkSheets
- Aligning the Data
- Implementing Formula and Calculations in Excel Worksheet
- Components of Worksheet like Tools, Ribbons ...etc.
- Saving and Opening of Documents.
- Some Common Tasks Like Copying of Data , Renaming a Worksheet ...etc.
- Hiding and Unhiding Columns/Rows.
- Use of Auto Fill Feature

Section 2: Producing Charts in Excel and Applying Various Formula

- Creating Charts in Excel.
- Organizing and Various Formatting Option on Charts Like Pie Chart, Histogram, Bar Chart ...etc.
- Printing of Chart and Data.
- Various Issues to be Discussed before taking out Print outs.
- Applying Formula and types of Cell Referencing
- Applying Formula across multiple Worksheets.
- Applying Conditional Formatting.
- Working With Dates.
- Applying Comments in Cells.

Section 3: Making Excel reports via various Formulas, Functions and Referencing

- Use of Text Functions like Len, Concatenate, Upper, Lower, Proper & Trim.
- Use of Logical Functions like If and Multiple If Conditions.
- Use of Mathematical and Statistical Functions like Sum, Abs, Round, Round ,Int , Count,Max,Min...etc.
- Some More Advanced Functions such as Count, Counta, Countblank, Countif, Countifs, Sumif, Sumifs, Average, Averageifs with proper Lab Exercises.
- Lookup Functions such as Vlookup and Hlookup on exact & approximate match
- Applying Formula/Function using Multiple WorkBooks.

Section 4 : Working with Data

- **Sorting the data in Alphabetical order on single & multiple fields.**
- **Extracting the data using Filters & Advance Filters (Number Filters, Text Filters, Date & Time Filters, Unique Records, Duplicate records & Colour Filtering).**
- **Creating and Modifying Custom Lists.**
- **Creating Sub Totals**
- **Preparing Pivot Table & Pivot Chart**
- **Freezing Some Rows or Some Columns in Excel.**

Section 5 : Working For Data Analysis and Protection of Data

- **Performing What...If Analysis using Goal Seek & Scenario Manager**
- **Performing What...If Analysis using Data Table**
- **Putting Data Validations and Auditing of Data**
- **Protecting Cells/Worksheet**
- **Protecting File with a Password**
- **Converting an Excel File in CSV / PDF Format.**

Section 6 : An Introduction To Macro

- **What is a Macro ?**
- **Creating and Executing a Macro in Excel Worksheet.**
- **Enabling and Disabling a Macro feature.**