| **Topic No.** | **Topic Details** | **Student Signature** |
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| 1 | **Custom and Conditional Formats**  • Introduction  • Creating Conditional Formatting using color scales  • Using Icon sets  • Conditional formatting using New rule  • Conditional formatting using manage rules and clear rules | (Signed) |
| 2 | **Data Validation**  • Specifying a valid range of values  • Specifying a valid value for a cell  • Custom validation using formula  • Prevent duplicate entries | (Signed) |
| 3 | **Working with Range Names**  • Using Range names  • Creating range names  • Using range names in formulas  • Deleting range names  • Advanced Range Options | (Signed) |
| 4 | **Advanced Table Options**  • Creating Tables  • Naming the Tables  • Changing the Table style  • Creating a total row• Using Filtering in Table• Creating a Table structured record | (Signed) |
| 5 | **Array Functions**• Array functions using CTRL+SHIFT+ENTER• One Dimensional Array• Two Dimensional Array• Single cell and Multi cell Array | (Signed) |
| 6 | **Using Formulas and Functions**• Text Functions• Logical Functions• Date and Time Functions• Math and Trigonometry Functions• Statistical Functions• Lookup and Reference Functions | (Signed) |
| 7 | **Working with Charts**• Creating a chart• Formatting a chart• Adding Labels• Changing the chart type and Data source | (Signed) |
| 8 | **Working with Pivot Tables**• Creating Pivot tables• Adding Pivot table Report Fields• Refreshing your Table Reports• Changing the summary functions• Creating report filter page• Creating Subtotals• Multiple Level subtotals• Formatting and customizing Pivot tables• Using advanced options• Pivot charts | (Signed) |
| 9 | **Worksheet Protection**• Protecting your worksheet• Protecting range with password• Protecting your Workbook and Excel Files• Sharing a workbook• Opening and editing a shared workbook | (Signed) |
| 10 | **What-If Analysis**• Goal Seek• Data Tables• Scenario Manager | (Signed) |
| 11 | **Import and Export**• Import a text file by opening it in Excel• Import a text file by connecting to it• Export data to a text file• Changing the delimiter• Change the separator in all .CSV text files | (Signed) |
| 12 | **Working with Macros and VBA**• Display the Developer tab• Changing Macro security Settings• Recording and running a Macro• Delete a Macro• VBA (Visual Basic Application)• Advantages and features• VBA Message Box, Comments• InputBox using VBA• Sub and Functions using VBA• VBA Constants, variables• Loops• VBA Decisions | (Signed) |