



MS EXCEL BASIC TO ADVANCED

COURSE OUTLINE

EXCEL BASIC

- **Getting started with MS Excel**
Identify the elements of the Excel Interface
Creating a Basic Worksheet
Use the Help system
- **Performing Calculations**
Create formulas in a worksheet
Insert functions in a worksheet
Reuse Formulas
- **Modifying a worksheet**
Manipulate Data
Insert, Manipulate, and delete cells, columns, Rows
Search for and replace data
Spell check a worksheet
- **Formatting a worksheet**
Modifying fonts
Add Borders and color to cells
Apply number formats
Align cell contents
Apply cell styles
Data Validation
- **Printing workbook contents**
Define the basic page layout for a workbook
Refine the page layout and apply print operations
- **Managing large workbooks**
Format worksheet tabs
Manage Worksheets
Manage the view of worksheets and workbooks

EXCEL ADVANCED

- **Working with Functions**
Writing conditional expressions (using IF) Using Logical Functions (AND, OR, NOT)
Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
Vlookup with Exact Match, Approximate Match Nested Vlookup with Exact Match
Using Vlookup to Consolidate data from Multiple sheets
- **Data Validations**
Specifying a valid range of values for a cell Specifying a list of

valid values for a cell
Specifying a custom validation based on formula for a cell

- **Working with Templates**

Designing the structure of a template
Using templates for standardization of worksheets

- **Sorting and Filtering Data**

Sorting Tables
Using multiple-level sorting
Filtering data for selected view (Auto Filter) Using advanced filter options

- **Working with Reports**

Creating subtotals

Multiple-level subtotals Creating Pivot table
Formatting and customizing Pivot Tables Using advanced options of Pivot Tables

Pivot charts

Consolidating data from multiple sheets and files using Pivot Tables Using External data sources

Using data consolidation feature to consolidate data

Row Value as (% of Row, % of columns, running total, Compare with specific field)

Viewing subtotal under Pivot Creating Dashboard in Excel

Creating Slicers (version 2010 & Above)

- **More Functions**

Date and time functions Text functions
Database functions
Power functions (CountIF, CountIFS, SumIF, SumIFS)

- **Formatting**

Using auto formatting option for worksheets
Using conditional formatting option for rows, columns and cells

- **Macros**

Relative & Absolute Macros Editing Macros

- **WhatIF Analysis**

Goal Seek Data Tables
Scenario Manager

- **Charts**

Using Charts Formatting Charts Using
#D Graphics
Using Secondary Axis in Graphics
Sharing Charts with PPT/ Word, Dynamically
Data Modified in Excel, Chart would automatically get updated.

- **New Features of Excel**

Sparkling, Inline Charts, data Charts