**Module 1: Introduction to Excel** \*Overview of Excel interface \*Navigating workbooks and worksheets \*Entering and editing data \*Basic formatting (font, cell fill, borders) \*Saving and opening workbooks

**Module 2: Essential Functions and Formulas** \*Understanding formulas and functions \*Basic arithmetic operations (+, -, \*, /) \*Sum, Average, Min, Max functions \*Relative and absolute cell references \*Using AutoSum for quick calculations

**Module 3: Data Management and Formatting** \*Working with rows and columns \*Inserting, deleting, and hiding rows/columns \*Text formatting (bold, italic, underline) \*Number formatting (currency, percentages) \*Using cell styles for consistent formatting

**Module 4: Working with Worksheets** \*Copying, cutting, and pasting data \*Moving and copying worksheets \*Grouping and ungrouping worksheets \*Using freeze panes for header rows/columns \*Adding headers and footers

**Module 5: Data Visualization** \*Creating simple charts (bar, pie, line) \*Customizing chart elements (titles, labels) \*Changing chart types \*Formatting charts (colors, styles) \*Adding data labels and legends

**Module 6: Advanced Functions and Formulas** \*IF function for conditional logic \*VLOOKUP and HLOOKUP for data retrieval \*COUNTIF, SUMIF, AVERAGEIF for conditional calculations \*DATE and TIME functions \*Working with text functions (LEN, CONCATENATE, LEFT, RIGHT)

**Module 7: Data Analysis** \*Sorting and filtering data \*Using AutoFilter for dynamic filtering \*Conditional formatting for visual data analysis \*Data validation (creating drop-down lists) \*Creating subtotals and outlines

**Module 8: PivotTables and PivotCharts** \*Introduction to PivotTables \*Creating PivotTables from data \*Grouping and summarizing data \*Creating PivotCharts from PivotTables \*Refreshing PivotTable data

**Module 9: Collaboration and Sharing** \*Tracking changes in a shared workbook \*Protecting sheets and workbooks \*Sharing workbooks via email or cloud services \*Using comments for collaboration \*Version control and reviewing changes

**Module 10: Advanced Techniques** \*Advanced chart customization \*Using array formulas \*Conditional formatting with formulas \*Data consolidation from multiple sheets \*Creating macros for automation (introduction)