Complete Excel Syllabus

Module 1: Introduction to Excel

- What is Excel and its uses

- Overview of Excel Interface

- Creating, Saving, and Opening Workbooks

- Understanding Cells, Rows, and Columns

- Basic Excel Terminology

Module 2: Data Entry and Formatting

- Entering and Editing Data

- Using Autofill and Flash Fill

- Formatting Cells (Numbers, Text, Date, Currency)

- Conditional Formatting

- Cell Styles and Themes

Module 3: Formulas and Functions

- Basic Arithmetic Operations

- Using Cell References (Relative, Absolute)

- Common Functions (SUM, AVERAGE, MAX, MIN)

- Logical Functions (IF, AND, OR)

- Text Functions (LEFT, RIGHT, MID, CONCATENATE, TEXTJOIN)

Module 4: Data Management

- Sorting and Filtering Data

- Removing Duplicates

- Data Validation and Drop-down Lists

- Find and Replace

- Using Tables in Excel

Module 5: Charts and Data Visualization

- Creating Charts (Bar, Column, Line, Pie, etc.)

- Formatting Charts

- Using Sparklines

- Conditional Formatting for Data Visualization

- Using Recommended Charts

Module 6: Advanced Excel Functions

- Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)

- Date and Time Functions

- Math and Statistical Functions

- Nested Functions

- Using Named Ranges

Module 7: PivotTables and PivotCharts

- Creating and Modifying PivotTables

- Using Slicers

- Creating PivotCharts

- Grouping Data in PivotTables

- Calculated Fields in PivotTables

Module 8: Excel for Data Analysis

- What-If Analysis (Goal Seek, Scenario Manager, Data Tables)

- Data Consolidation

- Using Subtotals

- Descriptive Statistics with Excel

- Using Power Query Basics

Module 9: Excel Macros and VBA (Introduction)

- Recording Macros

- Running and Editing Macros

- Introduction to VBA

- Creating Simple VBA Scripts

- Assigning Macros to Buttons

Module 10: Tips, Tricks, and Best Practices

- Keyboard Shortcuts

- Efficient Navigation in Large Sheets

- Best Practices for Data Entry

- Creating Dashboard Elements

- Troubleshooting Common Issues