

# **Excel syllabus for Data Analytics:**

1. Introduction
2. Excel Basics
3. Entering Values & Formulas
4. Worksheet Basics
5. Data Formats
6. Data Handling Basics – Cut, Copy and Paste
7. Saving and Printing Basics
8. Mathematical Functions
9. Textual Functions
10. Logical Functions
11. Date-Time Functions

## **Advance Excel:**

12. Lookup Functions (VLookup, Hlookup, Index-Match)
13. Data Tools
14. Formatting Data and Tables
15. Pivot Tables
16. Excel Charts – Elements of charts, The Easy way of creating charts, Bar and Column charts, Formatting charts, Line Charts, Area Charts, Pie and Doughnut Charts, Scatter Plot or XY chart, Frequency Distribution and Histograms, Waterfall Charts, Sparklines, Pivot Charts.
17. Named Ranges
18. Indirect Function
19. Excel Shortcuts
20. Analytics in Excel
21. Macros