

EXCEL

PROGRAM DAY PLANNER



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EXCEL WEEK-1 DAILY SCHEDULE

Days of Week	Session Timeline	Course content covered	Sub topics
Monday	Recorded Modules	Please watch the recorded video of the live session - 1, which covers topics. You can find it in the Learning Management System (LMS).	
Tuesday	Live Session - 1	Introduction to Excel, Formatting	Introduction To Excel (Typing In Excel, Cells And Range, Worksheet & Workbook, Basic Calculations& Comparisons Cell Reference, Reusing Cell Reference, Reusing Absolute Value) Formatting (Ribbons In Excel, Removing Duplicates, Format, Flash Fill, Filtering & Sorting In Excel, Text To Columns)
Wednesday	Recorded Modules	Please watch the recorded video of the live session - 2.	
Thursday	Live Session - 2	Formatting , Logical Functions	Formatting (Data Validation ,Date Formatting, Formatting Via Home Ribbon, Conditional Formatting, Exploring Styles & Cleaning Formatting), Logical Functions (And & Or, If Function, Nested If, Ifs, Ifna, If Error)
Friday	Recorded Modules	Please watch the recorded video of the live session - 3.	
Saturday	Live Session - 3	Aggregate Functions ,Visualization	Aggregate Functions (Sum, Product, Sequence, Rand, Randbetween,Max, Min, Count,Counta, Average, Sumif, Countif, Averageif,Sumifs,Countifs,Axifs,Minifs) Visualization (Charts & Illustrtation, Table, View Ribbon) Pivotting (Intro To Pivot Table, Creating Pivote Table, Specifying Pivot Data, Filtering & Sorting Pivot Data ,Creating Pivot Chart, Grouping Items, Updating Pivot Table, Formatting Pivot Table, Using Slicers)
Sunday	Holiday	Practice / Assignment	

EXCEL WEEK-2 DAILY SCHEDULE

Days of Week	Session timeline	Course content covered	Sub topics
Monday	Recorded Modules	Please watch the recorded video of the live session - 4, which covers topics. You can find it in the Learning Management System (LMS).	
Tuesday	Live Session - 4	Lookup & Reference	Lookup & Refernece (Vlookup, Hlookup, Xlookup, Fuzzy Lookup, Index, Match, Sort, Filter, Vstack, Hstack, Unique, Hyperlink)
Wednesday	Recorded Modules	Please watch the recorded video of the live session - 5, which covers topics. You can find it in the Learning Management System (LMS).	
Thursday	Live Session - 5	Text functions , Working with dates	Text Functions (Concatenate Function, Left, Right, Mid, Textbefore, Textafter, Textsplit, Text Join, Concat, Len, Find, Search, Substitute, Replace, Trim, Lower, Upper, Proper,) Working With Dates (Day, Month, Year, Date, Workday, Weekday, Eomonth, Today, Time, Now)
Friday	Recorded Modules	Please watch the recorded videos and clear your doubts in the buffer session	
Saturday	Live Session - 6	Buffer Session	During the buffer session, any missed topics will be covered, and students will have the chance to clarify their doubts from the previous live session.
Sunday	Holiday	Practice / Assignment	

EXCEL WEEK-3 DAILY SCHEDULE

Days of Week	Session timeline	Course content covered	Sub topics
Monday	Recorded Modules	Please watch the recorded video of the live session - 7, which covers topics. You can find it in the Learning Management System (LMS).	
Tuesday	Live Session - 7	Advance Concepts in Excel	Advanced Concepts In Excel (Power Pivot)
Wednesday	Recorded Modules	Please watch the recorded video of the live session - 8, which covers topics. You can find it in the Learning Management System (LMS).	
Thursday	Live Session - 8	Advance Concepts in Excel	Advanced Concepts In Excel (Power Query, Unpivoting Using)
Friday	Recorded Modules	Please watch the recorded video of the live session	
Saturday	Live Session - 9	Advance Concepts in Excel	Advanced Concepts In Excel (Data Analysis & Macros)
Sunday	Holiday	Practice / Assignment	



EXCEL WEEK-4 DAILY SCHEDULE

Days of Week	Objective	Activity
Monday	Capstone Explanation Session	Students will receive an SQL Capstone Project and a 5-day deadline to complete an SQL Capstone Project.
Tuesday	Capstone	Solving the Capstone Project
Wednesday	Capstone	Solving the Capstone Project
Thursday	Capstone	Solving the Capstone Project
Friday	Capstone	Solving the Capstone Project
Saturday	Capstone	Last day to submit the capstone project
Sunday	SQL VIVA	Students will receive an SQL Capstone Project and a 5-day deadline to complete an SQL Capstone Project.



THANK YOU

