



Microsoft Excel Course Details

◆ Course Overview

This Microsoft Excel course is designed for beginners to advanced learners who want to master data entry, data analysis, reporting, and automation.

You will learn essential Excel tools used in offices, accounting, finance, business analysis, data management, and more.

◆ What You Will Learn

1. Excel Basics

- Excel interface introduction
 - Workbook & worksheet management
 - Rows, columns, and cells
 - Data types & formatting
 - Basic operations (copy, paste, autofill)
 - Excel shortcuts for speed
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2. Essential Excel Tools

- Sorting & filtering data
 - Freeze panes
 - Conditional formatting
 - Data validation
 - Find & replace
 - Protecting sheets & workbooks
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3. Formulas & Functions

- Basic formulas (SUM, AVERAGE, MIN, MAX)
- Text functions (LEFT, RIGHT, MID, CONCAT)

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- Logical functions (IF, AND, OR)
 - Lookup functions (VLOOKUP, HLOOKUP, XLOOKUP)
 - Date & time functions
 - Error handling (IFERROR)
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4. Excel Tables

- Creating tables
 - Table styles
 - Table formulas
 - Structured references
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5. Charts & Visualization

- Bar chart
 - Column chart
 - Pie chart
 - Line chart
 - Combo chart
 - Pivot charts
 - Custom chart formatting
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6. PivotTables (Advanced Analysis)

- Creating pivot tables
- Grouping data
- Summaries and insights
- Slicers & filters



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- Pivot charts
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7. Data Cleaning & Analysis

- Removing duplicates
 - Splitting & merging data
 - Text-to-columns
 - Flash fill
 - Handling large data sets
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8. Excel Automation (Advanced)

- Introduction to Macros
 - Recording simple macros
 - Basics of VBA (optional)
 - Automating repetitive tasks
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9. Reporting & Dashboards

- Creating dynamic dashboards
 - KPI visualization
 - Linking charts & tables
 - Interactive reports with slicers
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10. Excel for Office & Business

- Salary sheets
- Attendance sheets
- Inventory management



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- Accounting templates
 - Invoice creation
 - Business data tracking
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◆ Tools You Will Use

- Microsoft Excel (2016, 2019, 2021, or Office 365)
 - Power Query (optional)
 - Excel add-ins
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◆ Projects You Will Build

- Employee attendance sheet
 - Salary/payroll sheet
 - Sales report with charts
 - Inventory management sheet
 - Full dynamic dashboard (final project)
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◆ Course Duration

- 3 to 4 weeks (practice-based learning)
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◆ Who Can Join

- Beginners
- Office workers
- Students
- Business owners
- Anyone who wants to improve productivity