**Excel for beginners**

**6 projects:**

1. Payroll
2. Gradebook
3. Decision factors
4. Sales database
5. Car inventory
6. Problem solving templates

**Syllabus:**

1. Enter data, navigate through a spread sheet
2. Create formulas to solve problems
3. Charts and graphs
4. Relative vs absolute references
5. Import and export text data or csv files
6. VLOOKUP
7. Pivot tables
8. Split and concatenate text

Leanings:

1. $ make an absolute cell reference in a formula
2. Data 🡪 text to columns 🡪 delimited
3. If(), sumif(), pivot , sort ,filter
4. Left() ,mid() ,right() 🡪 take specific text from a text
5. Vlookup() 🡪vlookup() table only works if table in ascending order
6. Concatenate() ,upper()
7. We can copy excel sheet chart to word