

Curriculum For Excel



01: Understanding Excel Terminology



02: Understanding Data Navigation



03: Managing Worksheets



04: Understanding Data Selection



05: Data Entry & Editing



06: Excel Basic Functions

(SUM,ADD,COUNT,AVERAGE,TIME...)

07: Chart & Sorting Data

- ➡ Sort by: column
- ➡ Sort by: Value
- ➡ Sort by: Order

08: Pivot Table

- ➡ Rank in a Pivot Table
- ➡ Update Pivot Table Range Automatically
- ➡ Pivot Table Calculated Field

09: Drop Down Lists(Dependent,Dynamic)

10: Dynamic Arrays

- Dynamic Array Formulas in Excel
- Alternatives to Dynamic Array Functions
- Dynamic Array Formula Training

11: Conditional Formatting

- Quick Start
- Formula Examples
- Troubleshooting
- Conditional Formatting Training

12: Data Validation