# Excel - Basic

## Duration – 2 Days/16 Hours

### Program Description

The objective of the Basic Microsoft Excel training program is to equip participants with essential Excel skills for effective data management and analysis. This includes familiarization with the interface, mastering formulas, functions, and formatting techniques, as well as creating pivot tables and charts. By the end of the training, attendees will be empowered to handle data effectively and enhance their decision-making capabilities.

### Learning Goals

❖ Equip participants with foundational and advanced Excel skills for efficient data management and analysis.

❖ Enable the use of formulas, functions, and formatting techniques to automate tasks and enhance productivity.

❖ Develop the ability to create and interpret pivot tables and visualizations for insightful reporting.

❖ Build proficiency in logical, text, and lookup functions to solve real-world data challenges effectively.

### Course Topics

❖ Introduction to Excel (Shortcut keys), Menu in Excel & Data Entry.

❖ Formulas & Formatting - Usage of simple formulas & Formatting values and tables

❖ Functions in Excel - Logical functions using if, nested if functions.

❖ Text functions - Left, right, search, mid, replace, concate, substitute functions.

❖ Date and time functions - formatting dates, extracting month date year, datediff.

❖ Lookup Functions - Vlookup and Hlookup

❖ Mathematical Functions - Sum, Average count and sumifs

❖ Creating Tables - Basic pivot table reports

❖ Creating charts and Graphics - Basic charts bar line pie and others formatting charts

---

# Excel - Intermediate

## Duration – 2 Days/16 Hours

### Program Description

The objective of the Intermediate Level Microsoft Excel training program is to enhance participants' Excel skills in data management, analysis, and visualization. The training aims to equip learners with advanced functions—such as logical, mathematical, and text functions—and tools like pivot tables and charts for effective data presentation. Participants will gain hands-on experience in formulas, conditional

### Learning Goals

❖ Understand and apply the functions like logical, mathematical, time, text etc. in their day-to-day data analysis.

❖ Understand & apply data visualisation techniques like creation of basic charts.

❖ Leverage the full power of Excel to manage, analyse, and visualise complex data sets.

### Course Topics

❖ Introduction to Excel (Shortcut keys), Menu and Ribbon in Excel

❖ Formulas - combine text and numbers, combine text and time, combine text and date, calculate production per hour, convert hours to minutes, generate special ranking list, determine percentage of completion.

❖ Conditional Formatting - Formatting date time and numeric and currency values, Cell merge wrap and alignment Using formulas for conditional formatting.

❖ Functions in Excel - Applying functions and creating new variables.

❖ Text functions - Working with text data.

❖ Date and time functions - formatting dates, extracting month date year, datediff, weekday & weeknum.

❖ Lookup Functions - Vlookup and Hlookup, address & match

❖ Mathematical Functions - Calculations, grouping and sorting.

❖ Creating Tables - Basic pivot table, with sum average count min max reports

❖ Creating charts and Graphics - Adding visualisations in reports

---

# Excel - Advanced

## Duration – 2 Days/16 Hours

### Program Description

The Advanced Microsoft Excel training program aims to deepen participants' understanding of Excel by exploring advanced functionalities essential for data analysis and visualization. This program focuses on sophisticated functions like Lookup, Data Validation, and Goal Seek, while teaching participants to create dashboards and automate tasks with Macros. enhance skills in formulas, conditional formatting, and data retrieval to extract actionable insights.

By the end, participants will be empowered to tackle complex business problems and make informed, data-driven

### Learning Goals

❖ Understand and apply advanced functions like Lookup, Data validation, Goal seek, etc.

❖ Apply data visualisation techniques to draw business insights.

❖ Create a dashboard and solve business problems, automate tasks, and make data-driven decisions.

### Course Topics

❖ Introduction to Excel Data Entry and exploring data options, updating plugins add-ins required.

❖ Formulas - generate special ranking list, determine percentage of completion, work on real time data.

❖ Conditional Formatting - Formatting date time and numeric and currency values, Cell merge wrap and alignment Using formulas for conditional formatting, weekday, weeknum, countif, iferror.

❖ Functions in Excel - Applying functions and creating new variables.

❖ Text functions - Working with text data.

❖ Date and time functions - formatting dates, extracting month date year, datediff, weekday, weeknum, network days, Eomonth.

❖ Lookup Functions - Vlookup and Hlookup, address, match & index

❖ Mathematical Functions - Calculations, grouping and sorting.

❖ Dashboard with Creating Tables and charts.

❖ Macros and Data Analysis with Excel