**MS Excel**

**Module 1: Basic Excel (Duration: 10Hrs )**

**• Text to Columns = conversion from notepad text to columns in excel.**

**• Concatenate = CONCAT(text1,text2,text3)**

**• The Concatenate Function = CONCAT(text1,text2,text3)**

**• The Right Function with Concatenation =CONCATENATE(LEFT(A2, no. of alphabet), " ", B2)**

**• Absolute Cell References =(B14\*C14)**

**• Data Validation = first select the row and then Go to the Data tab and then data validation then a new dialog box will appear.**

**• Time and Date Calculations**

**• Conditional Formatting**

**• Exploring Styles and Clearing Formatting**

**• Using Conditional Formatting to Hide Cells**

**• Using the IF Function**

**• Changing the “Value if false” Condition to Text**

**• Pivot Tables**

**• Creating a Pivot Table**

**• Specifying PivotTable Data**

**• Changing a PivotTables Calculation**

**• Filtering and Sorting a PivotTable**

**• Creating a PivotChart**

**• Grouping Items**

**• Updating a PivotTable**

**• Formatting a PivotTable**

**• Using Slicers**

**• Charts**

**• Creating a Simple Chart**

**• Charting Non-Adjacent Cells**

**• Creating a Chart Using the Chart Wizard**

**• Modifying Charts**

**• Moving an Embedded Chart**

**• Sizing an Embedded Chart**

**• Changing the Chart Type**

**• Chart Types**

**• Changing the Way Data is Displayed**

**• Moving the Legend**

**• Formatting Charts**

**• Adding Chart Items**

**• Formatting All Text**

**• Formatting and Aligning Numbers**

**• Formatting the Plot Area**

**• Formatting Data Markers**

**• Pie Charts**

**• Creating a Pie Chart**

**• Moving the Pie Chart to its Own Sheet**

**• Adding Data Labels**

**• Exploding a Slice of a Pie Chart**

**• Data Analysis − Overview**

**• types of Data Analysis**

**• Data Analysis Process**

**• Working with Range Names**

**• Copying Name using Formula Autocomplete**

**• Range Name Syntax Rules**

**• Creating Range Names**

**• Creating Names for Constants**

**• Managing Names**

**• Scope of a Name**

**• Editing Names**

**• Applying Names**

**• Using Names in a Formula**

**• Viewing Names in a Workbook**

**• Copying Formulas with Names**

**• Difference between Tables and Ranges**

**• Create Table**

**• Table Name**

**• Managing Names in a Table**

**• Table Headers replacing Column Letters**

**• Propagation of a Formula in a Table**

**• Resize Table**

**• Remove Duplicates**

**• Convert to Range**

**• Table Style Options**

**• Table Styles**

**• Cleaning Data with Text Functions**

**• Removing Unwanted Characters from Text**

**• Extracting Data Values from Text**

**• Formatting Data with Text Functions**

**Advance Excel (Duration: 15Hrs)**

**Module 2: Date Formats (Duration: 2Hrs)**

**• Converting Dates in Serial Format to Month-Day-Year Format**

**• Converting Dates in Month-Day-Year Format to Serial Format**

**• Obtaining Today’s Date**

**• Finding a Workday after Specified Days**

**• Customizing the Definition of a Weekend**

**• Number of Workdays between two given dates**

**• Extracting Year, Month, Day from Date**

**• Extracting Day of the Week from Date**

**• Obtaining Date from Year, Month and Day**

**• Calculating Years, Months and Days between two dates**

**Module 3: Conditional Formatting (Duration: 2Hrs)**

**• Highlight Cells Rules**

**• Top / Bottom Rules**

**• Data Bars**

**• Color Scales**

**• Icon Sets**

**• New Rule**

**• Clear Rules**

**• Manage Rules**

**Module 4: Sorting (Duration: 2Hrs)**

**• Sort by Text**

**• Sort by Numbers**

**• Sort by Dates or Times**

**• Sort by Cell Color**

**• Sort by Font Color**

**• Sort by Cell Icon**

**• Sort by a Custom List**

**• Sort by Rows**

**• Sort by more than one Column or Row**

**Module 5: Filtering (Duration: 2Hrs)**

**• Filter by Selected Values**

**• Filter by Text**

**• Filter by Date**

**• Data Analysis with Excel**

**• Filter by Numbers**

**• Filter by Cell Color**

**• Filter by Font Color**

**• Filter by Cell Icon**

**• Clear Filter**

**• Advanced Filtering**

**• Filter Using Slicers**

**Module 6: Other Topics (Duration: 2Hrs)**

**• Subtotals with Ranges**

**• Subtotals**

**• Nested Subtotals**

**• Quick Analysis**

**• Quick Analysis with TOTALS**

**• Sum**

**• Average**

**• Count**

**• %Total**

**• Running Total**

**• Sum of Columns**

**Module 7: Lookup Functions (Duration: 3Hrs)**

**• Using the VLOOKUP Function**

**• Using VLOOKUP Function with range lookup TRUE**

**• Using VLOOKUP Function with range lookup FALSE**

**• Using the HLOOKUP Function**

**• Using HLOOKUP Function with range lookup FALSE**

**• Using HLOOKUP Function with range lookup TRUE**

**• Using the INDEX Function**

**• Using MATCH Function**

**Module 8: Pivoting (Duration: 2Hrs)**

**• PivotTables**

**• Creating PivotTable**

**• Recommended PivotTables**

**• PivotTable Fields**

**• PivotTable Areas**

**• Nesting in the PivotTable**

**• Filters**

**• Slicers**

**• Summarizing Values by other Calculations**

**• PivotTable Tools**

**• Using Pictures in Column Charts**

**• Band Chart**

**• Thermometer Chart**

**• Gantt Chart**

**• Waterfall Chart**

**• Sparklines**

**• Pivot Charts**

**• PivotChart from PivotTable**

**• PivotChart without a PivotTable**

**• Working with Multiple Sheets**

**• Multiple Worksheets with same Structure**

**• Creating a Formula across Multiple Worksheets**

**• Summarizing Data in Multiple Worksheets**

**• What-If Analysis**