

# Complete Excel Course

Excel is perhaps the most widely used spreadsheet on personal computers. It's simple to use for a variety of computations and comes with a Data Analysis Tool Pack and a collection of statistical tools. So, if you suddenly find yourself looking to undertake some statistical analysis, you may choose to start using Excel. So, in this course, you will study all there is to know about Excel, from the fundamentals to advanced topics, and you will have a thorough knowledge of its power and how to use it for data analysis and other applications.

Duration : 1-2 months      Language : english      Price : 25000

## What you will learn?

- String functions on Excel
- Mathematical functions on Excel
- Logical & error functions on Excel
- Excel formatting
- Custom formatting
- Conditional formatting
- Charts in Excel
- Data analysis using Excel
- Pivot tables
- Dashboarding in Excel

## Features

- Course Materials
- Self Paced Learning
- Lifetime Dashboard Access
- Completion Certificate

## Requirements

- System with minimum i3 processor or better
- At least 4 GB of RAM
- Working internet connection
- Dedication to learn

## Course Curriculum

### Microsoft Office in Brief

- Microsoft account creation
- MS Office installation
- Office Web version and Microsoft 365 free trial

## **What, Why and How of Excel**

- MS Excel and why to use it
- Use cases of excel in companies
- Basic tasks in Excel

## **MS Excel Introduction and UI**

- MS Excel Introduction
- User interface or Parts of Excel, Part 1
- User interface or Parts of Excel, Part 2

## **Working on Rows and Columns**

- Inserting and Deleting Rows, Columns, and Cells
- Hide Unhide rows and columns, Modify column and row size, Freeze and Unfreeze

## **Editing and customizing data**

- Editing data and customizing it
- Cut, Copy, Paste, Redo, Undo
- Clipboard, Split panes

## **Paste special**

- Use Paste Special, Part 1
- Use Paste Special, Part 2

## **Working on worksheets**

- Working on worksheets

## **Basic formulas and functions**

- Basic Formulas in Excel
- Basic functions in Excel

## **Find, Select, Replace, Go to**

- Find and Select
- Go to, Go to Special

- Find and Replace

## **Filling, Copying**

- FILL types in Excel
- Copying formulas without changing the cell references

## **Cell referencing**

- Absolute, mixed and relative cell referencing

## **Subtotal**

- Subtotal

## **Text functions**

- Text Functions, Part 1
- ROUND functions
- Text functions, Part 2
- Text functions, Part 3

## **Logical or Comparative Operators**

- Logical or Comparative Operators

## **Text operations**

- Text to columns, Part 1
- Text to columns, Part 2
- Textsplit function
- Textbefore function
- Textafter functions

## **IF and IFs functions**

- How to use IF function
- Some IF functions
- IFs functions

## **Database Functions**

- Database Functions

## **Logical functions**

- Logical functions along with IF function

## **Speak cells, Show formulas**

- Show and Hide formulas, Speak cells

## **Basic unconditional formatting in Excel**

- Basic unconditional formatting in Excel

## **Protection in Excel**

- Protecting Cells and Worksheets
- Protecting files and Workbooks

## **Formula auditing**

- Formula Auditing, Part 1
- Formula Auditing, Part 2

## **Naming, Sorting and Filtering**

- Naming Ranges
- Basic Sorting and Filtering
- Advanced Sorting and Filtering

## **Tables in Excel**

- Tables in Excel, Part 1
- Tables in Excel, Part 2

## **Printing**

- Printing, Part 1
- Printing, Part 2

## **Data Validation and Dropdown**

- Data Validation, Part 1
- Data Validation, Part 2

## **Index, Match**

- Index and Match functions

## **LOOKUP in Excel**

- HLOOKUP
- VLOOKUP
- Lookup

- XLOOKUP
- Lookup

## **Conditional Formatting**

- Conditional formatting, Part 1
- Conditional Formatting

## **Date and Time Functions**

- Date and Time Functions

## **Pivot Tables in Excel**

- Pivot Table, Part 1
- Pivot table, Part 2

## **Charts in Excel**

- Charts in Excel, Part 1
- Charts in Excel, Part 2
- Charts in Excel, Part 3
- Charts in Excel, Part 4

## **Excel Power Query**

- Power Query in Excel Part 1
- Power query in Excel, Part 2
- Power Query in Excel, Part 3

## **Excel Dashboarding**

- Dashboard in Excel