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