Introduction To Excel

Interface

Tabs and Ribbons

File Menu and Save

Edit, Entering and Formatting Data

Entering Data

Fonts, Fills and Alignment

Cut, Copy and Paste

Moving, Finding and Replacing a Value

Formatting Numbers

Currency Formats

Format Painter

Formatting Dates

Custom and Special Formats

Assignment

### Sort, Filter and Subtotals

Sort Data

Sort Multiple Levels

Filter Data

Subtotal

Assignment

Formulas sum,if,avg, count, counta, nested if, logical

Vlookup,hllokup, match ,index,

Text – concat ,replace, substitute, text(text with different format),trim,len

Sumif,sumifs, avgif,avgifs, countif, round, product, subtotal,mod,power,celing,floor,left,right, mid,

Upper,lower, proper

Date now ,today,day,month,year,time,hour,minute,seconds,dateif,

Iferror, offset

Relational operator, Logical operator

<https://www.simplilearn.com/tutorials/excel-tutorial/excel-formulas>

### Pivot Table

Create PivotTables

Choosing Fields

PivotTable Layout

Filtering PivotTables

Modifying PivotTable Data

PivotCharts

Assignment

### Data Visualization

Chart Types

Creating Charts

Identifying Chart Components

Customizing Charts

Using Chart Templates

Assignment

Sparklines

Trendlines

Forecast Sheet

Assignment

### Case Study - Financial & Sales Analysis / HR management System

Formula Referencing

Basic Functions

Conditional Formatting

Assignment

Dashboard Creation

SUMIF & SUMIFS

COUNTIF & COUNTIFS

NEW SYLLABUS

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