Excel Syllabus

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

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### Sort, Filter and Subtotals

Sort Data

Sort Multiple Levels

Filter Data

Subtotal

Assignment

### 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

Assignment

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