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,

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

### [Introduction To Excel](https://pulse.itvedant.com/index.php/topic/update?id=18425&course_id=205)

[Introduction](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18426&course_id=205&preview=on)

[Interface](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18427&course_id=205&preview=on)

[Tabs and Ribbons](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18428&course_id=205&preview=on)

[Document Windows](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18429&course_id=205&preview=on)

[Navigation Tips](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18430&course_id=205&preview=on)

[File Menu and Save](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18431&course_id=205&preview=on)

[Entering Data and Importing Data](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18432&course_id=205&preview=on)

[Fonts and Alignment](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18433&course_id=205&preview=on)

[Cut, Copy and Paste](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18434&course_id=205&preview=on)

[Paste Special](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18435&course_id=205&preview=on)

[Undo and Redo](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18436&course_id=205&preview=on)

[Finding and Replacing a Value](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18437&course_id=205&preview=on)

[Cell Styles](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18438&course_id=205&preview=on)

[Formatting Numbers and Dates](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18439&course_id=205&preview=on)

[Comments](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18440&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20043&course_id=205&preview=on)  (5/5)

### [Formula and Function](https://pulse.itvedant.com/index.php/topic/update?id=18461&course_id=205)

[Introduction to Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18462&course_id=205&preview=on)

[Creating Formulas using Operators](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18463&course_id=205&preview=on)

[AutoSum](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18464&course_id=205&preview=on)

[Common Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18465&course_id=205&preview=on)

[Formulas Tab](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18466&course_id=205&preview=on)

[Copying Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18467&course_id=205&preview=on)

[Date Functions](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18468&course_id=205&preview=on)

[Text Functions](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18469&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20044&course_id=205&preview=on)

### [Formula Referencing](https://pulse.itvedant.com/index.php/topic/update?id=18484&course_id=205)

[Relative References](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18485&course_id=205&preview=on)

[Absolute References](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18486&course_id=205&preview=on)

[Mixed References](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18487&course_id=205&preview=on)

[Multiple Sheet References](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18488&course_id=205&preview=on)

[Consolidating Data](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18489&course_id=205&preview=on)

[Tracing the Precedents and Dependents](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18490&course_id=205&preview=on)

[Using Watch Window and Formula Evaluation](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18491&course_id=205&preview=on)

### [Named Ranges](https://pulse.itvedant.com/index.php/topic/update?id=18492&course_id=205)

[Defined Names](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18493&course_id=205&preview=on)

[Named Ranges](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18494&course_id=205&preview=on)

[Formulas with named ranges](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18495&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20046&course_id=205&preview=on)

### [Table in Excel](https://pulse.itvedant.com/index.php/topic/update?id=18508&course_id=205)

[Insert a Table and Style Options](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18509&course_id=205&preview=on)

[Add Rows and Columns](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18510&course_id=205&preview=on)

[Perform a Function in a Table](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18511&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20047&course_id=205&preview=on)

### [AutoFill and Custom Lists](https://pulse.itvedant.com/index.php/topic/update?id=18512&course_id=205)

[AutoFill a Series](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=20618&course_id=205&preview=on)

[AutoFill Non-Adjacent Cells](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18514&course_id=205&preview=on)

[AutoFill on Multiple Sheets](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18515&course_id=205&preview=on)

[Creating Custom Lists](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18516&course_id=205&preview=on)

[Series Formatting](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18517&course_id=205&preview=on)

[Sorting using Custom List](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18518&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20048&course_id=205&preview=on)

### [Conditional Formatting](https://pulse.itvedant.com/index.php/topic/update?id=18537&course_id=205)

[Highlight Cells Rules](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18538&course_id=205&preview=on)

[Top/Bottom Rules](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18539&course_id=205&preview=on)

[Data Bars](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18540&course_id=205&preview=on)

[Color Scales & Icons](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18541&course_id=205&preview=on)

[Custom Formatting Rule](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18542&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20049&course_id=205&preview=on)

### [Logical Functions](https://pulse.itvedant.com/index.php/topic/update?id=18563&course_id=205)

[If statement](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18564&course_id=205&preview=on)

[Nested If](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18565&course_id=205&preview=on)

[AND,OR, NOT](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18566&course_id=205&preview=on)

[IFERROR](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18567&course_id=205&preview=on)

[SUMIF & COUNTIF](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18568&course_id=205&preview=on)

[SUMIFS & COUNTIFS](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18569&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20050&course_id=205&preview=on)

### [Reference Functions](https://pulse.itvedant.com/index.php/topic/update?id=18577&course_id=205)

[VLOOKUP & HLOOKUP](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18578&course_id=205&preview=on)

[LOOKUP ,INDEX , MATCH,INDIRECT,OFFSET](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18579&course_id=205&preview=on)

[ROW & COLUMN](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18580&course_id=205&preview=on)

[Array Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18581&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20051&course_id=205&preview=on)

### [Data Validation](https://pulse.itvedant.com/index.php/topic/update?id=18693&course_id=205)

[Define Data Validation Rules](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18694&course_id=205&preview=on)

[Data Validation Options](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18695&course_id=205&preview=on)

[Drop-Down Lists](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18696&course_id=205&preview=on)

[Data Validation using Custom Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18697&course_id=205&preview=on)

[Validate the Worksheet](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18698&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20052&course_id=205&preview=on)

### [Pivot Table](https://pulse.itvedant.com/index.php/topic/update?id=18733&course_id=205)

[Create PivotTables](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18734&course_id=205&preview=on)

[Choosing Fields](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18735&course_id=205&preview=on)

[Customizing PivotTables Reports](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18736&course_id=205&preview=on)

[Filtering PivotTables](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18737&course_id=205&preview=on)

[PivotCharts](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18738&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20053&course_id=205&preview=on)

### [Data Visualization](https://pulse.itvedant.com/index.php/topic/update?id=18759&course_id=205)

[Creating Graphs](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18760&course_id=205&preview=on)

[Chart Types](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18761&course_id=205&preview=on)

[Identifying Chart Components](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18762&course_id=205&preview=on)

[Inserting a Chart in a Worksheet?](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18763&course_id=205&preview=on)

[Customizing Graphs?](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18764&course_id=205&preview=on)

[Using the Graph Templates](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18765&course_id=205&preview=on)

[Sparklines](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18766&course_id=205&preview=on)

[Trendlines and Forecast Sheet](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18767&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20054&course_id=205&preview=on)

### [What-if Analysis](https://pulse.itvedant.com/index.php/topic/update?id=18778&course_id=205)

[Scenario Manager](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18779&course_id=205&preview=on)

[Goal Seek](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18780&course_id=205&preview=on)

[Data Table](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18781&course_id=205&preview=on)

[Solver Too](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18782&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20055&course_id=205&preview=on)

### [Macros & VBA](https://pulse.itvedant.com/index.php/topic/update?id=18790&course_id=205)

[Enabling the Developer Tab](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18791&course_id=205&preview=on)

[Recording a Task](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18792&course_id=205&preview=on)

[Executing and Deleting a Recorded Task](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18793&course_id=205&preview=on)

[Customizing the Automated Tasks](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18794&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20056&course_id=205&preview=on)

### [Excel with AI](https://pulse.itvedant.com/index.php/topic/update?id=18802&course_id=205)

[Enabling Chat GPT Ad In and exploring Formulas](https://pulse.itvedant.com/index.php/topic/preview-subtopic-content?subtopic_id=18803&course_id=205&preview=on)

[Assignment](https://pulse.itvedant.com/index.php/topic/update-preview?id=20057&course_id=205&preview=on)

### [Excel Final Assessment](https://pulse.itvedant.com/index.php/batch-test/check-available-test?topic_id=19883&course_id=205)