# Ms office Excel- Reporting & Analytics

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| **TECHVISION**  **IT TRAINING AND PLACEMENT SERVICES**  **Website:Techvisionit.com** |

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| **DAY** | **TOPIC** |
| **Day - 1** | MS Office Version |
| Excel Terminology: Workbook, Worksheet, Row, Column, Cell |
| Excel Menu Navigation |
| Excel Home Menu |
| Data and sheet formatting: Bold, Italic, Underline, Font family, font size, Color |
| Vertical, and Horizontal Alignment |
| Orientation & Indent |
| Wrap Text |
| Merge Cell |
| Data format: $, %, decimal position |
| Format Table & Format Cell |
| Insert Row, and Column |
| Delete Row, and Column |
| Column width, Row Height |
| Sum(), Max(), Min(), Average() |
| Find, Replace, Go To |
| **Day - 2** | Format Cells |
| Paste Special |
| Hide & Unhide |
| Cell Reference |
| Fix Cell Range |
| **Day – 3** | Data Menu |
| Sorting, Soring Level management |
| Filter, Advance Filter |
| Remove Duplicate |
| Define Name |
| Spell Check |
| Translate |
| Comments |
| Hyperlink |
| Protect sheet, and workbook |
| **Day – 4** | Data Consolidated |
| Goal Seek |
| Group & Ungroup |
| Text Functions |
| Math’s. Functions |
| **Day - 5** | Header & Footer |
| Object m Symbol & Equation |
| Page layout |
| Header Freeze |
| Gridlines |
| Headings |
| Formula bar |
| Zoom in / Zoom out |
| Excel shortcut keys |
|  | **Review & Test – 1** |
| **Day - 6** | Date Functions |
| Lookup functions: Vlookup, Hlookup, Index, Offset |
| **Day - 7** | Logical Function: if condition , And, Or, True, False |
| Financial Functions |
| **Day - 8** | Conditional Formatting - System defined option |
| Conditional formatting – Custom |
| Data from text file, MS access, other file system |
| Data from MS SQL Server |
| Text to Column |
| Data Validation: Number, Text, Date, List, Validation error message |
| **Day - 9** | Pivot Table: Filter, Row, Column, Filter |
| Power Pivot |
| Slicer |
| Graph and Its Type: Column , Line, Pie, Bar, Scatter |
| Graph axis, Data level, Legend |
| **Day - 10** | Reporting Best Practice |
| Report Sample Format |
| Dashboard Format |
| Dashboard Examples |
|  | **Review & Test – 2** |
|  | **Doubts & Questions?** |