

Basic To Advanced Excel Course

Sections	Contents
Section 1(Microsoft Excel Fundamentals)	❖ What is Spreadsheet?
	❖ Launching Excel
	❖ Excel Rows and Columns
	❖ Microsoft Excel Startup Screen
	❖ Customizing the Excel Quick Access Toolbar
	❖ Understanding the Structure of an Excel Workbook
	❖ Saving an Excel Document
	❖ Opening an Existing Excel Document
Section 2(Entering and Editing Text and Formulas)	❖ Entering Text to Create Spreadsheet Titles
	❖ Working with Numeric Data in Excel
	❖ Entering Date Values in Excel
	❖ Working with Cell References
	❖ Creating Basic Formulas in Excel (SUM)
	❖ Relative Versus Absolute Cell References in Formulas
	❖ Understanding the Order of Operation
Section 3(Working with Basic Excel Functions)	❖ The structure of an Excel Function
	❖ Ranged Formula Syntax
	❖ Simple Formula syntax
	❖ Writing Formula
	❖ Formula Auto Correct and Auto Calculate
	❖ Using the AutoSum Command
	❖ Excel's AutoSum Shortcut Key(Alt+M+U)
	❖ Working with the SUM() Function
	❖ Working with the MIN() and MAX() Functions
	❖ Working with the AVERAGE() Function
	❖ Working with the COUNT() Function
	❖ Adjacent Cells Error in Excel Calculations
Section 4(Working with clipboard Group and Font Group)	❖ Working with Copy, Cut and paste special Data
	❖ Working with format Painter single click or double click
	❖ Formatting font Formatting command
	❖ How to apply Borders and More Borders
	❖ Changing background color
Section 5(Modifying an Excel Worksheet)	❖ Moving and Copying Data in an Excel Worksheet
	❖ Inserting and Deleting Rows and Columns
	❖ Changing the Width and Height of Cells

Basic To Advanced Excel Course

Sections	Contents
	❖ Hiding and Unhiding Excel Rows and Columns
	❖ Renaming an Excel Worksheet
	❖ Deleting an Excel Worksheet
	❖ Moving and copying an Excel Worksheet
	❖ Modifying Worksheets Quiz
Section 6(Formatting data by using alignment and number Group)	❖ Applying alignments, orientation
	❖ Adjusting data by using Wrap Text
	❖ Formatting Data as Currency Values
	❖ Formatting Percentages
	❖ Applying different Date formats
	❖ Merging and Centering Cells
Section 7 (Applying Different conditional Rules and Styles)	❖ Highlight Cells Rules, Top/ Bottom Rules
	❖ Creating Data Bar,Color scales , Icon sets
	❖ Creating new Rule and Manage Rule
	❖ Working with Format as Table
	❖ Apply Different cell styles
	❖ Merging Cell Styles and create new styles
Section 8(Working with cells Group from Home Tab)	❖ Inserting Rows, Column and cells
	❖ Inserting worksheet
	❖ Deleting Rows, Column and cells
	❖ Deleting worksheet
	❖ Increasing Row Hight and Column Width
	❖ Hide and unhide Rows and columns
	❖ Renaming and Moving , copying sheet
	❖ Protecting sheet by using password
	❖ How to unlock specific cells
Section 9(Working with Editing Group)	❖ Basic Function sum,min,max,average,count)
	❖ Using fill Option
	❖ Using clear option
	❖ Working with sort and filter option
	❖ Using find and replace option
	❖ Go to Option
	❖ Special Go to Option
Section 10 (Inserting Images and shapes into an Excel)	❖ Inserting Images
	❖ Inserting Excel Shapes
	❖ Formatting Excel Shapes
	❖ Working with Excel SmartArt
Section 11(Creating Basic Charts in Excel)	❖ Creating an Excel Column Chart
	❖ Working with the Excel Chart Ribbon
	❖ Adding and Modifying Data on an Excel
	❖ Formatting an Excel Chart

Basic To Advanced Excel Course

Sections	Contents
	❖ Moving a Chart to another Worksheet
	❖ Working with Excel Pie Charts
Section 12(Creating all types of Charts)	❖ Column Chart
	❖ Line Chart
	❖ Pie Chart
	❖ Bar Chart
	❖ Area Chart
	❖ X Y Scatter Chart
	❖ Map Chart
	❖ Stock Chart
	❖ Surface Chart
	❖ Radar Chart
	❖ Treemap Chart
	❖ Sunburst Chart
	❖ Histogram Chart
	❖ Box & Whisker Chart
	❖ Waterfall Chart
	❖ Funnel Chart
	❖ Combo Chart
Section 13(Working with Pivot Tables)	❖ Working with Huge Data set
	❖ Working with PivotTable Analyze Tab
	❖ Working with PivotTable Design Tab
	❖ Inserting slicer
	❖ Working with Slicer Tab
Section 14(Working with Hyperlink option)	❖ Existing file or web page
	❖ Place in this document
	❖ Create New Document
	❖ Email Address
Section 15 (Working with Page Layout Tab)	❖ Viewing your Document in Print Preview
	❖ Changing the Margins, Scaling and Orientation
	❖ Excel Worksheet Margins
	❖ Working with Page Layout View
	❖ Adding Header and Footer Content
	❖ Printing a Specific Range of Cells
	❖ Printing an Excel Worksheet Quiz
Section 16(Working with Excel Templates)	❖ I) Opening an Existing Template
	❖ II) Creating a Custom Template
	❖ III) Excel Template Quiz
Section 17(Working with different Formulas)	❖ I) How to make Marksheet
	❖ II) All types of grade formulae in marksheet
	❖ III) How to Calculate Simple Interest Formula
	❖ IV) How to Calculate Compound Interest Formula
	❖ V) Price List (How to Calculate Discount)

Basic To Advanced Excel Course

Sections	Contents
Section 18(Excel List Function)	❖ I) Introduction to Excels Function: DSUM()
	❖ II) Excel DSUM Function Single Criteria Continued
	❖ III) Excel DSUM Function with OR Criteria
	❖ IV) Excel DSUM Function with AND Criteria
	❖ V) Excel Function: DAVERAGE()
	❖ VI) Excel Function: DCOUNT()
	❖ VII) Excel Function: SUBTOTAL()
	❖ VIII) List Function Quiz
Section 19(Working Defined Names Group, Calculation and Formula Auditing)	❖ Name Manager
	❖ Define Name
	❖ Use in Formula
	❖ Trace precedent
	❖ Trace Dependent
	❖ Evaluate Formula
	❖ Show Formulas
	❖ Watch Window
	❖ Calculation Sheet and Calculate Now
	❖ Calculation Option
	❖ II) Editing an Excel Name Range
Section 20(Working with Excel Conditional Function)	❖ III) Using Excel's IF() Function
	❖ IV) Excel's IF() Function with a Name Range
	❖ V) Nesting Functions with Excel
	❖ VI) Nesting Excels AND() Function within the IF() Function
	❖ VII) Using Excel's COUNTIF() Function
	❖ VIII) Using Excel's SUMIF() Function
	❖ IX) Using Excel's IFERROR() Function
Section 21 (Working with Financial Function)	❖ PMT,IPMT,PPMT Function
	❖ DB Function
	❖ IRR Function
	❖ NPV Function
	❖ RATE Function
	❖ PV Function
	❖ RECEIVED Function
Section 22 (Working with Text Function)	❖ LOWER,UPPER,PROPER Function
	❖ CONCATENATE
	❖ TRIM
	❖ LEFT
	❖ RIGHT
	❖ MID

Basic To Advanced Excel Course

Sections	Contents
	❖ REPT
	❖ LEN
	❖ REPLACE& SUBSTITUTE
	❖ FIND & SEARCH
Section 23 (Working with Logical Function)	❖ 1. AND Function
	❖ 2. FALSE Function
	❖ 3. IF Function
	❖ 4. IFERROR Function
	❖ 5. IFNA Function
	❖ 6. NOT Function
	❖ 7. OR Function
	❖ 8. TRUE Function
Section 24 (Working with Date and Time Function)	❖ Today, Now Function
	❖ DAY, MONTH, YEAR Function
	❖ DATE, DATEDIF, DATEADD Function
	❖ EOMONTH, WEEKDAY Function
	❖ WEEKNUM Function
	❖ NETWORKDAYS Function
	❖ EDATE Function
	❖ DAYS360 Function
Section 25 (Working with LOOKUP Function)	❖ LOOKUP Function
	❖ XLOOKUP Function
	❖ VLOOKUP Function
	❖ HLOOKUP Function
	❖ MATCH Function
	❖ INDEX Function
Section 26 (Working with Mathematical Function)	❖ SUMIF Function
	❖ SUMPRODUCT
	❖ CEILING Function
	❖ FLOOR Function
	❖ MOD Function
	❖ ROUND Function
	❖ ROUNDUP Function
	❖ ROUNDDOWN Function
	❖ SUBTOTAL Function
Section 27 (Working with Statistical Function)	❖ MIN,MINA Function
	❖ MAX,MAXA Function
	❖ LARGE Function
	❖ COUNT,COUNTA, Function
	❖ CLOUNTBLANK Function
	❖ COUNTIF Function
	❖ AVERAGE Function
	❖ AVERAGEIF Function
	❖ MEDIAN Function
	❖ MODE Function

Basic To Advanced Excel Course

Sections	Contents
Section 28(Importing and Exporting Data)	❖ Importing Data from Text Files
	❖ Importing Data from Microsoft Access
	❖ Importing Data from Picture
	❖ Importing Data from Table/Range
	❖ Importing Data from Web
Section 29 (Working with Sort & Filter Group)	❖ Sorting data with Ascending and Descending
	❖ Custom Sort
	❖ Filter data
	❖ Advanced Filter Data
	❖ Text to Columns Data
	❖ Flash Fill (Ctrl+ E)
Section 30 (Working Data Validation Rules)	❖ Remove Duplicate
	❖ Whole Number Rule
	❖ Decimal Number Rule
	❖ Creating List
	❖ Date Rule
	❖ Time Rule
	❖ Text length Rule
❖ Custom	
Section 31(working with summarize data)	❖ Consolidate
	❖ What If Analysis
	❖ Goal Seek
	❖ Data Table
	❖ Group Data
	❖ Ungroup Data
Section 32 (Working with Review Tab)	❖ Subtotal
	❖ Workbook Statistics
	❖ Spelling Check
	❖ Adding Comments
	❖ Protect Sheet
Section 33(Working with view Tab)	❖ Protect Workbook
	❖ Different Workbook Views
	❖ Zoom Group
	❖ Window Group
	❖ Freeze Panes
	❖ Freeze Top Row
	❖ Freeze First Column
	❖ Hide and Unhide Workbook
	❖ Switch Window
Section 34 (Working with Dashboard and Power Pivot)	❖ How to Create an Interactive Dashboard
	❖ Introduction of Power Pivot
	❖ Enable Power Pivot Add-in
	❖ Sample Files Overview
	❖ Create Data Model

Basic To Advanced Excel Course

Sections	Contents
	❖ Define Relationship
	❖ Calculations
	❖ Measures
Section 35(Automating repetitive Task in Excel with Macros)	❖ Understanding Excel Macros
	❖ Activating the Developer Tab in Excel
	❖ Creating a Macro with the Macro Recorder
	❖ Editing a Macro with VBA
	❖ Creating Buttons to Run Macros