

Microsoft Excel in 2 days

Day-wise Break-up		
Day	Module	Topic
Day 1	Module 1	Exploring the Excel Environment
	Module 2	Organizing Data with Excel
	Module 3	Working with Functions
	Module 4	Data Validation
	Module 5	Working with Templates
	Module 6	Sorting and Filtering Data
Day2	Module 7	Working with Reports and Advanced Pivot
	Module 8	More Functions
	Module 9	Working with Styles & Conditional Formatting
	Module 10	Working with External Data
	Module 11	Recording Macros

Course Outline

Module 1: Exploring the Excel Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Paste Special Preview
- Use the Excel built in themes
- Customize the Excel Interface

Module 2: Organizing Data with Excel

- Explore the Enhancements in Excel Spreadsheets
- Insert Tables
- Format Tables
- New functions added in Excel 2016

Module 3: Working with Functions

- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP, HLOOKUP,INDEX,MATCH)

Module 4: Data Validations

- Specifying a valid range of values for a cell
 - Specifying a list of valid values for a cell
 - Specifying custom validations based on formula for a cell
-

Module 5: Working with Templates

- Designing the structure of template
- Using templates for standardization of worksheets

Module 6: Sorting and Filtering Data

- Sorting and filtering lists
 - Sorting Data according to color
 - Using multiple level sorting i.e sorting data more than 3 columns
 - Custom Sort (as per user defined sequence requirement)
 - Using advanced filter options
 - Limitations using Auto Filter and working with Advanced Criteria using Advance Filter
 - Improvement in Filtering Data capability in a Spreadsheet
-

Module 7: Working with Reports and Advanced Pivot

- Creating Subtotal
- Multiple level subtotals
- Creating Pivot Tables
- Formatting and Customizing Pivot tables
- Using advanced options of Pivot Tables
- Using Data Consolidation feature to consolidate data
- Spark lines (Win/Loss)
- Create PivotTables and Pivot Charts
- Slicer and Timeline with PivotTable

Module 8: More Functions

- Date and Time Functions
- Text Functions
- Database Functions

Module 9: Working with Styles & Conditional Formatting

- Cell Styles
- Creating lists using Table
- Formatting the Structure of List
- Conditional Formatting

Module 10: Working with External Data

- Querying external databases
- Saving, editing and reusing external data queries
- Importing text files
- Refreshing data

Module 11: Recording Macros

- Recording and running macros
 - Types of references in macros
 - Assigning a macro to a toolbar or menu
-
