

Module 1: Using some basic functions and different types of cell references in Microsoft Excel

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions- AutoSum, Average, Max, Min, Count
- Text Functions- Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative, Absolute, and Mixed Cell References

Module 2: Working functions in Microsoft Excel

- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS() AVERAGEIF(), AVERAGEIFS()
- Using the LOOKUP Function (VLOOKUP, HLOOKUP, LOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Module 3: Working with List

- Sorting Data in list
- Filtering Data in list
- Removing Duplicates from List
- Adding Subtotal to a List

Module 4: Working with Tables

- Format Data as a Table
- Move between table and ranges
- Modify Tables & styles
- Define Title
- Use of Total Row option

Module 5: Advance Formatting

- Applying conditional Formatting in Built
- Using Formula based Conditional Formatting

Module 6: Data Tools

- Converting Text to Columns
- Linking to External Data
- Data Validation
- Using Data Validation
- Consolidating Data
- Goal Seek
- Using Goal Seek

Module 7: Working with Others

- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet
- Marking a Workbook as Final

Module 8: Using Pivot Tables

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

Module 9: Creating Dashboard

- Creating Dashboard with Pivot Table & Charts
- Creating relationship between slicers and Pivot Table / Charts
- Creating Timelines
- Using Slicer/timeline options
- Designing dashboard layouts
- Using Theme to make interactive Dashboard