

## Day 1

### Module 1: Creating a Microsoft Excel Workbook

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

### Module 2: The Ribbon

- Tabs
- Groups
- Commands

### Module 3: The Backstage View (The File Menu)

- Introduction to the Backstage View
- Opening a Workbook
- Open a Workbook
- New Workbooks and Excel Templates
- Select, Open and Save a Template Agenda
- Printing Worksheets
- Print a Worksheet
- Adding Your Name to Microsoft Excel
- Adding a Theme to Microsoft Excel

### Module 4: The Quick Access Toolbar

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

### Module 5: Entering Data in Microsoft Excel Worksheets

- Entering Text
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle
- Entering Numbers and Dates

## **Module 6: Formatting Microsoft Excel Worksheets**

- Selecting Ranges of Cells
- Hiding Worksheets
- Adding Colour to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colours and Themes
- Adding a Watermark
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

## **Module 7: Using Formulas in Microsoft Excel**

- Math Operators and the Order of Operations
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References
- Working with Formulas
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## **Module 8: Working with Rows and Columns**

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns

## **Module 9: Editing Worksheets**

- Find
- Find and Replace
- Using Find and Replace
- Using the Clipboard
- Using Format Painter
- Managing Comments

## **Module 10: Finalizing Microsoft Excel Worksheets**

- Setting Margins
- Setting Page Orientation
- Setting the Print Area
- Print Scaling (Fit Sheet on One Page)
- Printing Headings on Each Page/Repeating Headers and Footers
- Headers and Footers

## **Day 2**

### **Module1: Working with formulas**

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets

- Using the IF Function
- Using the PMT Function
- Using the LOOKUP, HLOOKUP and VLOOKUP Functions
- Using the CONCAT function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the PROPER Function
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

## **Module2: Working with List**

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Using Advance Filter
- Adding Subtotals to a List
- Adding Group

## **Module 3: Working with Illustrations**

- Working with Clip Art
- Using Shapes
- Adding Shapes
- Working with Icons
- Working with SmartArt
- Using Office Ink

## **Module 4: Visualizing Your Data**

- Inserting Charts
- Using the Chart Recommendation Feature
- Editing Charts
- Using Chart Tools
- Using the Quick Analysis Tool
- Add and Format Objects
- Create a Custom Chart Template

## **Module 5: Working with Tables**

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles
- Creating and Modifying a Table in Excel

## **6: Advanced Formatting**

- Applying Conditional Formatting
- Using Custom Conditional Formatting
- Working with Styles

- Creating and Modifying Templates

## Day 3 & 4

### Module 1: 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 2: Auditing Worksheets

- Tracing Precedents
- Tracing Dependents
- Showing Formulas

### Module 3: Data Tools

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

### Module 4: Working with Others

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

### Module 5: Recording and Using Macros

- Recording Macros
- Recording a Macro
- Running Macros
- Editing Macros
- Adding Macros to the Quick Access Toolbar
- Adding a Macro to the Quick Access Toolbar

### Module 6: Random Useful Items

- Sparklines

- Inserting and Customizing Sparklines
- Using Microsoft Translator
- Preparing a Workbook for Internationalization and Accessibility
- Importing and Exporting Files
- Importing Text Files
- Copying Data from Excel to Word
- Copying Charts from Excel to Word

## **Module 7: Cloud**

- Using the Cloud.

## **Module 8: Some Advanced Useful Formulas which boost your work**

- Iferror
- Networkdays
- Weekday
- Weeknum
- Match
- Index
- Indirect
- Xlookup
- Xmatch
- Sumif, Sumifs
- Averageif, Averageifs
- Countif, Countifs
- Isblank
- Istext
- Isnum
- Sumproduct
- Column
- Vlookup using Column Function
- Emonth
- Workday
- Hour
- Minute
- Second
- Time
- Datevalue
- Timevalue
- Application of Datevalue & Timevalue with IF Statement
- Rank Function Ascending
- Rank Function Descending
- REPT
- Large
- Small