

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
- Working with Different Formatting Shortcuts

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

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Entering a Formula Using Data in Multiple Worksheets
- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS()
- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()
- Using the XLOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Working with other Lookup Functions like INDEX(), MATCH(), INDIRECT()
- Using the CONCAT Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT, RIGHT, and MID Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

Module 4: Working with What if Analysis

- Creating and Understanding Scenario
- Working with Goal seek
- Working with Data Table

Module 5: 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 6: Working with Lists

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

Module 7: Working with Table

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

Module 8: Advance Formatting

- Applying Conditional Formatting
- Using Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

Module 9: Manage advanced charts and tables

- Create and modify advanced charts
- Create and modify PivotTables
- Create and modify Pivot Charts

Module 10: Excel Dashboard

- Sparkline
- Top & Bottom Ranking
- Bullet Graphs
- Dynamic Data Range
- Dynamic Labels
- Step Charts
- Dynamic Data Validation list
- Buttons

- Scroll Bar
- INDIRECT Function
- Dynamic Named Range with OFFSET
- Rollover Technique
- Scroll and Sort Table
- Capture Slicer Selection in Formula
- GETPIVOTDATA function

Module 11: Create and modify simple macros

- record simple macros
- name simple macros
- edit simple macros
- Macro Security