

Excel Training Curriculum

Duration: 24 hours

Level: Basic → Intermediate → Advanced

Methodology: Hands-on practice, games, mini-projects, challenges, and practical exercises.

DAY 1 — Excel Basics & Getting Comfortable

- Introduction to Excel interface (Workbook, Worksheet, Ribbon, Tabs, Cells)
 - Understanding rows, columns, cells & ranges
 - Data entry: text, numbers, dates
 - Formatting basics: fonts, colors, borders, alignment
 - AutoFill, Flash Fill
 - Creating simple tables
 - Basic math operators (+, −, ×, ÷)
 - Practice: Create a simple student grade sheet
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DAY 2 — Basic Formulas & Functions

- Cell references: relative, absolute, mixed
 - Basic formulas: SUM, AVERAGE, COUNT, MAX, MIN
 - Understanding order of operations
 - Intro to basic functions for daily use
 - Simple error types
 - Hands-on quizzes & exercises
 - Practice: Calculate averages, totals, highest & lowest in a dataset
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DAY 3 — Intermediate Formatting & Visualization

- Conditional formatting (top/bottom rules, color scales, icon sets)
- Creating and formatting charts: Column, Line, Pie
- Editing chart elements: labels, legends, colors
- Converting data into tables & using table tools
- Practice: Create a dashboard-like sheet with charts for school data

DAY 4 — Data Cleaning & Productivity Tools

- Sorting (single & multi-level)
- Filtering & advanced filters
- Removing duplicates
- Basic data validation (dropdown lists)
- Text functions: LEFT, RIGHT, MID, LEN, TRIM, CONCAT
- Practice: Clean up a messy dataset using the learned tools

DAY 5 — Logical & Lookup Functions (Intermediate)

- IF statements
- Nested IF
- Logical functions: AND, OR, NOT
- Lookup basics: VLOOKUP, HLOOKUP
- Practice: Build a student report card using lookups & IF

DAY 6 — Advanced Lookup & Data Tools

- XLOOKUP introduction
- INDEX + MATCH (step-by-step)
- Using dynamic arrays: FILTER, SORT, UNIQUE (if available)
- What-If analysis basics: Goal Seek
- Practice: Use INDEX + MATCH to find information across tables

DAY 7 — Pivot Tables & Pivot Charts

- Understanding pivot table components
- Creating pivot tables from datasets
- Using filters, slicers, and sorting in pivots
- Building pivot charts
- Practice: Analyze sales or school performance using pivots

DAY 8 — Intro to Automation & Basic Macros

- Understanding macros
 - Recording a macro
 - Running macros
 - Editing basic macro settings
 - Introduction to VBA (very simple: understanding module, subroutine — no coding)
 - Practice: Record a macro that automates formatting or calculations
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DAY 9 — Advanced Features for Efficiency

- Named ranges
 - Advanced data validation
 - Protecting sheets & workbooks
 - Creating templates
 - Using sparkline charts
 - Collaboration in Excel (Comments, Notes, Co-authoring - if online version available)
 - Practice: Create a reusable template for personal budgeting
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DAY 10 — Project Day: Build a Mini Excel Dashboard

Students work on a final project combining everything learned:

- Data cleaning
- Tables
- LOOKUPs
- Charts
- Pivot tables
- Conditional formatting
- Simple macros (optional)

Project ideas:

- Student performance tracker
- Monthly personal budget dashboard
- Small business sales dashboard
- Sports team performance dashboard