

## Module 1: Excel Interface and Essentials

- Exploring the User Interface
- Working with the Ribbon and Contextual Tabs
- Understanding of Groups & Commands

## Module 2: The Quick Access Toolbar

- Adding common Commands
- Adding Additional Commands with Customise Dialogue Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

## Module 3: Using Formulas in Microsoft Excel

- Math Operators and the Order of Operations
- Entering Formulas
- Using Formulas and Functions

## Module 4: Working with Cell References

- Understanding Cell References
- Using Relative, Absolute, and Mixed References
- Practical Examples with Mixed References and Formulas

## Module 5: Data Entry and Formatting

- Working with Font Group
- Working with Alignment Group
- Working with Number Group

## Module 6: Working with worksheet

- Inserting cells, rows, columns and sheets
- Deleting cells, rows, columns and sheets

- Hiding/ Unhiding cells, rows, columns and sheets
- Renaming, moving or copying worksheet
- Adjusting row height/ column width
- Protecting Worksheets and Workbooks
- Password Protecting a Workbook
- Password Protecting a Worksheet
- Password Protecting Ranges in a Worksheet

## Module 7: Working with some General Functions and conditional Functions

- Work with SUM, AVERAGE, MIN, MAX, COUNT, LARGE, SMALL, REPT & RANK functions
- Text Functions: UPPER, LOWER, PROPER, TRIM, CONCAT, TEXTJOIN
- Logical Functions: Writing Conditional Expressions (IF, AND, OR)
- Limitation of IF Statements - Using IF with AND OR Function
- Using the Nested IF Function
- Using the IF Function with Date

## Module 8: Date and Time Functions

- WORKDAY and NETWORKDAYS
- TODAY and NOW Functions
- Using DATE Function
- Using YEAR, MONTH and DAY Function

## Module 9: Working with Tables and Formatting

- Introduction to Tables in Excel
- Creating and Formatting Tables
- Applying styles in Table

## Module 10: Working with Lookup Functions & Some Advanced Functions

- Using VLOOKUP and HLOOKUP
- Using INDEX and MATCH Functions
- Using COLUMN Function with VLOOKUP

- Using MATCH with VLOOKUP Function
- XLOOKUP Function
- Filter Function
- Using SUMIF, SUMIFS, AVERAGEIF, AVERAGEIFS, COUNTIF, COUNTIFS, & IFERROR functions

## Module 11: Sorting, Filtering, and Data Validation

- Sorting and Filtering Data (Single and Multi-Level Sorting)
- Custom Sorting Techniques
- Applying Filter on Data
- Using Advanced Filter Options
- Applying Data Validation
- Specifying Valid Ranges and Lists for Cells (Data Validation)

## Module 12: Working with Conditional Formatting

- Conditional Formatting Basics
- Applying Rules and Managing Conditional Formatting
- Using Data Bars, Color Scales, and Icon Sets

## Module 13: Working with Data

- Creating Subtotals (Single and Multi-Level)
- Consolidating Data from Multiple Ranges
- Using Goal Seek

## Module 14: Introduction to Power Query

- Overview of Power Query
- Data Transformation Techniques in Power Query
- Merge & Append Data

## Module 15: Pivot Tables and Reports

- Creating, Formatting, and Customizing Pivot Tables
- Using Group Features in Pivot Tables
- Creating Pivot Charts

- Using Slicer and Timeline Options

## Module 16: Creating Interactive Dashboards

- Designing Interactive Dashboards Using Pivot Tables and Charts
- Adding interactive elements
- Creating Relationships Between Slicers, Pivot Tables, and Charts
- Adding Timelines and Filters
- Applying Themes and Designing Professional Dashboard Layouts

## Module 17: Macros and Automation

- Recording and Editing Macros
- Assigning Macros to Shapes and Buttons
- Adding Macros to the Quick Access Toolbar
- Saving Files with Macros

## Module 18: Power Pivot

- Introduction to PowerPivot
- Normal Pivot Vs. PowerPivot
- Meet Excel's "Data Model"
- The Data Model Data vs. Diagram View
- Creating Table Relationships in Excel's Data Model
- Calculated columns & calculated Measures
- Using Basic DAX Functions
- Creating dashboards with Power Pivot & Power Query