"Excel the Microsoft Excel"

Short Term Course on Comprehensive Excel

Introduction

Microsoft Excel is a very vital tool for speeding up productivity in most of the sectors. It allows a person to be more efficient in whatever he or she does. From making a simple grocery list to performing the most complex financial analysis, excel is one tool that helps an individual to be more effective and efficient. As a student at the under graduate or post graduate level, it would not be an overstatement to say that "without excel nothing can be done in professional life." The course is intended to equip the learners to use excel easily, effectively and efficiently.

Benefits of the course

- Covers the most basic to advanced topics
- Comprises of detailed explanations, practical demonstration and hands on training
- Practical assignment at the end of each module to test the learnings.
- 2 course credits

Total Duration of the course: 30 hours
6 lectures of 4 hours each - 24 hours
Module end practical + MCQ based homework assignment (Module 1 to 4) - 4 hours
Course end examination – 2 hours

Course Outline

Module 1: Fundamentals of Excel

- Workbooks and Worksheets
- How to enter data
- Auto Fit
- Selecting cells
- Number formats
- Inserting, Deleting rows and columns
- Bold, Italics and Underline
- Border
- Fill and Font
- Wrap Text
- Alignment
- Format Painter
- Auto Fill Series
- Find and Replace
- Excel Freeze Panes

Module 2: Calculations

- Introduction to formula
- Introduction to functions
- Entering Functions
- Types of functions
- Sum, Min, Max, Counting functions and average function
- Lookup Functions
- Date Functions
- Text Functions
- Statistical Functions
- SUMIF function
- IF Function
- Errors and formula auditing

Module 3: Data Analysis

- Data Validation
- Data Sorting and Data Filtering
- Conditional Formatting
- Slicers
- Flash Fill
- Goal Seek
- Scenario Manager
- Solver in excel

Module 4: Visualizing and Analyzing

- Introduction to charts
- Creating charts
- Chart Components – Labels, background and axes
- Chart types
- Introduction to tables
- Creating tables
- Functionality
- Introduction to pivot tables
- Creating pivot tables
- Pivot table summarization types
- Pivot table tools
- Pivot charts

Module 5: MS Excel – Extras

- Protect Cells
- Protect Sheet
- Protect File
- Protect Workbook
- MS Excel Shortcuts
- Introduction to macros

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