

Microsoft Excel

BASICS - 5 Hours

1. Introduction to Microsoft Excel
2. Understanding the Tools
3. Filling Range Concept
4. Date & Time Functions
5. Sum, Min, Max, Average

6. IF Functions - Base
7. Sumif
8. Sumifs
9. Count - Counta - CountBlank
10. Count IF

11. Conditional Formatting - Highlights
12. Conditional Formatting - Top & bottom Rules
13. Conditional Formatting - Data Bars
14. Conditional Formatting - Color Scales
15. Conditional Formatting - Icon Sets

16. Hide Rows & Columns
17. UnHide Rows & Columns
18. Inserting Rows & Columns
19. Deleting Rows & Columns

20. Data Protection

21. Upper Text Case

22. Lower Text Case

23. Proper Text Case

24. Flash Fill

25. Lookup Values - Base

26. Pivot Tables - Base

27. Sparklines & Columns

28. Design The Data

29. Page SetUp

30. Upcoming Data of Updates to Know REMEMBER

INTERMEDIATE (5 hours of basic)

1. Follow Complete Basic Complete

2. IF - and - or - not

3. Trim

4. Len

5. Networkdays & WorkDays

6. VLookup Functions

7. HLookup Functions

8. Pivot Slicers

9. Pivot Timeline

10. Worksheet Protection
11. Handling Conditional Formats
12. Complete Home Tab
13. Intruding illustrations
14. Sorting The Data
15. Filters In Data

16. Involving the Text of Equations
17. Linking the worksheets or any other objects
18. Using of Charts - Base
19. Concatenate
20. Text To Columns

21. Concatenate and Text Cases
22. Major Page Setup
23. Draw Tab
24. View Tab
25. Review Tab

26. Database Function - SUM - define name involving
27. Database Function - MIN & MAX
28. Database Function - Average
29. Database Function - Count & Counta
30. Upcoming Data of Updates to Know REMEMBER

EXPERT 6 hours

1. Follow Complete Basic Course
2. Follow Complete Intermediate Course
3. Data Validation
4. Page Layout
5. Consolidate Function

6. Remove Duplicates
7. What If Analysis ?
8. Goal Seeker
9. Data Tab - Outline
10. Importance of HELP Button

11. Using Tempelates
12. PMT
13. GST
14. Special Pasting
15. Choose Function

16. Match Function
17. Index Function
18. Match & Index Function
19. If - Sum - index & Match
20. Nested IF

21. Excel VBA & Macro
22. Excel Dashboard
23. If Errors
24. Mid, Left, Right
25. Shortcuts to Excel

26. Generating Invoices
27. Data Maintenance
28. Save As Type Format
29. Excel File Contact To CSV Mobile Contacts
30. Upcoming Data of Updates to Know REMEMBER

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