

Microsoft Excel Customised

Course Duration: 12 Hours (1.5 Days)

Overview

Our Microsoft Excel Customized Course at Koenig Solutions is designed to cater to all proficiency levels. - Module 1: Basic Excel: Learn essential skills such as data entry, formatting, and basic formulas. Perfect for beginners.- Module 2: Intermediate Excel: Dive deeper with pivot tables, advanced formulas, and data validation. Ideal for those comfortable with basics but looking to enhance their abilities.- Module 3: Advanced Excel: Master complex concepts like macros, VBA scripting, and advanced data analysis. This module transforms you into an expert. Learning Objectives: By the end of this course, you'll be proficient in Excel, capable of handling various data management tasks efficiently. Practical Application: Use your skills for data analysis, reporting, and automating routine spreadsheet tasks, enhancing productivity in any business environment.

Audience Profile

Microsoft Excel Customized Training is designed for individuals looking to enhance their proficiency at basic, intermediate, and advanced levels of Excel, making it ideal for various professional contexts and skill development.

- Administrative Assistants
- Data Analysts
- Financial Analysts
- Accountants
- Marketing Professionals
- Business Managers
- Project Managers
- Students
- Office Clerks
- Human Resources Specialists
- Supply Chain Professionals
- Small Business Owners
- Sales Professionals
- Operations Managers
- Teachers and Educators

Course Syllabus

Basic Excel

- Introduction to excel interface, cell, worksheets, rows columns
- Entering Data and applying formatting using clipboard, font and paragraph Group Commands
- Simple Calculations in excel
- Cell Referencing- Relative vs Absolute
- Hyperlinks & Freeze Panes
- Basic Excel Functions- Sum, Average, Max, Min, Count, Count blank, CountA
- Charts and adding elements in charts
- Sort and Filter
- Import data and Printing
- Header & Footer
- Printing Worksheets
- Other Useful Tools and Shortcuts

Intermediate Excel

- Function
- Mathematical – Product, round, Sum, Sumif, Sumifs
- Text – Upper, Lower, Proper, Concat, find, search, len, Trim, Left, Right
- Date and Time – Day, year, month, Date, Today, Now, networkdays, Weeknum, Weekday
- Logical- If, Nested If, And, Or
- Cell Referencing
- Conditional Formatting
- Pivot Tables
- Data Validation
- Text to Columns
- **Functions:**

Advance Excel

- Lookups- VLOOKUP, Hookup , Xlookup, Match
- Statistical- countif, countifs, CountA, Count, Averageif
- Creating simple dashboard using Pivot Charts, Slicers and Timeline
- Macros
- Protecting Workbook and Worksheets
- Other Useful Tools