
****Microsoft® Excel® for Microsoft 365**

MSO (Version 2512 Build 16.0.19530.20184) 64-bit**

Duration: 2 Days

Total Hours: 16 Hours (8 Hours per Day)

Day 1 (8 Hours)

1. Introduction to Microsoft Excel and Its Importance
 2. Excel User Interface and Navigation
 3. Worksheets, Workbooks, and Data Management
 4. Data Handling Techniques
 - Copy, Cut, and Paste
 - Paste Special Functions
 5. Formatting Cells and Data
 - Basic Formatting
 - Number, Date, and Text Formatting
 6. Conditional Formatting
 - Rules, Highlights, and Visual Indicators
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Day 2 (8 Hours)

7. Formulas and Functions
 - Lookup Functions
 - Logical Functions
 - Cell References (Relative, Absolute, Mixed)
8. Tables and Data Analysis
 - Excel Tables
 - Sorting and Filtering Data

9. Pivot Tables and Data Summarization
10. Data Validation and Grouping
11. Dashboard Preparation and Best Practices
12. Practical Exercises and Use-Case Scenarios