

## **Module 1: Creating a Microsoft Excel Workbook**

- Introduction to the Workbook interface
- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar

## **Module 2: The Quick Access Toolbar**

- Adding Common Commands
- Adding Additional Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Customize the Quick Access Toolbar

## **Module 3: Editing & Formatting Microsoft Excel Worksheets**

- Working with Rows, columns & Worksheets
- Working with Font Group Commands
- Working with Alignment Group Commands
- Working with Number Group Commands

## **Module 4: Using some basic functions and different types of cell references in Microsoft Excel**

- Math Operators and the Order of Operations
- Entering Formulas
- Basic Functions- AutoSum, Average, Max, Min, Count
- Text Functions- Proper, Lower, Upper, Concat
- Using Fill Handle
- Relative and Absolute References

## **Module 5: Working functions in Microsoft Excel**

- Using the IF Function
- Using the AND, OR, Nested IF() and IFS()

- Using criteria based calculations like COUNTIF(), COUNTIFS(), SUMIF(), SUMIFS() AVERAGEIF(), AVERAGEIFS()
- Using the LOOKUP Function (VLOOKUP, HLOOKUP, LOOKUP)
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions

### **Module 6: Working with List**

- Sorting Data in a list
- Filtering Data in a list

### **Module 7: Working with Tables**

- Format Data as a Table
- Move between tables and ranges
- Modify Tables & styles
- Define Title
- Use of the Total Row option

### **Module 8: Conditional Formatting**

- Applying conditional Formatting on numbers, text & dates
- Using Data bars
- Using Icon Set

### **Module 9: Using Pivot Tables & Pivot Charts**

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

## **Module 10: Creating Dashboard**

- Creating Dashboard with Pivot Table & Charts
- Creating relationship between slicers and Pivot Table / Charts
- Creating Timelines
- Using Slicer/timeline options
- Designing dashboard layouts
- Using Theme to make interactive Dashboard