



## Microsoft Excel for Beginners

### Course Duration

8 Hours (1 Day / 2 Half-Days)

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### Session 1 – Introduction to Excel & Workbook Basics

Duration: 1 Hour

#### Topics Covered

- Introduction to Microsoft Excel
- Understanding:
  - Workbook
  - Worksheet
  - Rows & Columns
  - Cells & Cell References
- Ribbon and Toolbar Overview
- Creating, Saving & Opening Files
- Excel File Formats
- Navigating Worksheets
- Zoom, Freeze Panes & Split Window

#### Practical Exercises

- Create a new workbook
  - Rename worksheets
  - Save file in different formats
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## Session 2 – Data Entry & Formatting

Duration: 1 Hour

### Topics Covered

- Data Types:
  - Text
  - Numbers
  - Dates
- Editing Data
- Copy, Cut & Paste
- Autofill & Flash Fill
- Formatting Options:
  - Font Formatting
  - Cell Colors
  - Borders
  - Alignment
  - Merge & Center
- Number Formatting:
  - Currency
  - Percentage
  - Date
  - Decimal Control

### Practical Exercises

- Employee salary sheet formatting
  - Attendance sheet creation
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## Session 3 – Basic Mathematical Formulas

Duration: 1 Hour

### Topics Covered

- Formula Structure in Excel
- Arithmetic Operations:
  - Addition
  - Subtraction
  - Multiplication
  - Division
- Cell Referencing:
  - Relative
  - Absolute
  - Mixed

### Important Formulas

- SUM()
- AVERAGE()
- MAX()
- MIN()
- COUNT()
- COUNTA()

### Practical Exercises

- Sales summary calculation
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## Session 4 – Logical Functions & IF Formula

Duration: 1 Hour

### Topics Covered

- Introduction to Logical Functions
- Understanding Conditions

### Functions Covered

- IF()
- Nested IF()
- AND()
- OR()

### Examples

- Pass/Fail Result
- Bonus Calculation
- Attendance Status
- Salary Slab Classification

### Practical Exercises

- Employee bonus sheet
  - Employee grading system
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## Session 5 – Lookup & Reference Functions

Duration: 1 Hour

### Topics Covered

- Importance of Lookup Functions
- Data Matching Techniques

### Functions Covered

- VLOOKUP()
- HLOOKUP()
- XLOOKUP() (Introduction)
- INDEX & MATCH (Basic Overview)

### Concepts

- Exact Match
- Approximate Match
- Lookup Table Creation

### Practical Exercises

- Product price lookup
  - Employee department mapping
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## Session 6 – Data Management Tools

Duration: 1 Hour

### Topics Covered

- Sorting Data
- Filtering Data
- Remove Duplicates
- Find & Replace
- Text to Columns
- Data Validation (Drop-down Lists)

### Practical Exercises

- Customer database cleaning
  - Invoice data filtering
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## Session 7 – Charts, Tables & Basic Reporting

Duration: 1 Hour

### Topics Covered

- Creating Tables
- Table Formatting
- Basic Charts:
  - Column Chart
  - Pie Chart
  - Line Chart
- Introduction to Pivot Tables
- Basic Dashboard Concepts

### Practical Exercises

- Monthly sales dashboard



- Expense analysis report
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## Session 8 – Productivity Tools, Shortcuts & Final Practice

Duration: 1 Hour

### Topics Covered

- Excel Keyboard Shortcuts
- Freeze Panes
- Conditional Formatting
- Printing & Page Setup
- Protecting Sheets
- Sharing Workbooks

### Final Practice Activity

Participants will create:

- Employee Salary Report
  - Sales Analysis Sheet
  - Mini Dashboard using formulas and charts
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## Important Formulas Included in Training

### Basic Functions

- SUM()
- AVERAGE()
- MAX()
- MIN()
- COUNT()
- COUNTA()

## Logical Functions

- IF()
- AND()
- OR()

## Lookup Functions

- VLOOKUP()
- HLOOKUP()
- XLOOKUP()

## Data Functions

- LEFT()
  - RIGHT()
  - MID()
  - LEN()
  - CONCAT()
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