

# MS Excel

## Introduction to Excel:

1. What is Excel & its complete History
2. Basic terminology of Excel
3. Spreadsheet environment
4. Object Model of Excel
5. Different versions of Excel (97-2003,2007,2010 & 2013) and what's new in each version of it
6. Different file formats - .xls,.xlsx,.xlsm,.xlsb,.xlam,.csv...etc., and when to use which format of Excel
7. How to customize your Excel according to your requirement.
8. R1C1 Reference Style VS A1 Reference Style
9. Understanding of Excel Structure
10. Cell Properties

## Autofill:

1. Value based Autofill
2. Text Autofill
3. Date Autofill
4. Custom and Justify

## Formatting:

1. Number formatting: General, Number, Currency, Accounting, Short Date, Long Date, Time, Percentage, Fraction, Scientific
2. Custom number formatting and where you can create your own number formatting
3. Advance techniques in Number formatting.
4. Date and time formatting

## Filter:

1. How to apply filters on Text, Date & Numbers
2. How to filter your data using Cell Color, Font Color, Cell Icon & Values
3. Advanced Filter for Complex Criterion

## Sorting:

1. How to apply sort on Text, Date & Numbers
2. How to sort your data using Font color, Text Color & Custom
3. Custom sorting

## Conditional formatting:

1. What is Conditional formatting & how to change the existing formatting using this feature
2. Quick format technique to highlight Duplicate/Unique values
3. Writing Complex Conditional Formatting rules using formulas

## Excel Formulas and Working with Formulas:

1. Cell Reference Styles: Relative, Absolute and Mix
2. We will discuss all above reference styles with examples and will explain how to use these styles in formulas
3. Understanding the concept of a formula
4. Understanding the Mathematical operators & Comparative operators
5. Boolean Logic in Excel
6. Referencing Functions
7. How many ways you can write a formula in a cell – Literal values, Cell References & Formula
8. Creating formulas
9. Text Functions – Ex: Find, Search, Left, Right, Mid, Len, Trim.....
10. Date and Time Functions – Ex: NetWorkDays, EDate, WeekDay....
11. Lookup & Reference Functions – Ex: Index, Match, VLookup, Offset, Indirect....
12. Mathematical Functions – Ex: Fact, Abs, Mod, RandBetween, Sumifs...
13. Statistical Functions – Ex: Countifs, Median, Large, Small, Rank....
14. Information Functions – Ex: Cell, IsError, ErrorType, IsLogical....
15. Logical Functions – Ex: If, And, Or, Not, IfError
16. Financial Functions – Ex: PMT, PPMT, IPMT, PV, RRI, PRICE & NPV.
17. What is volatile functions in Excel & list of Volatile Functions
18. Formula auditing
19. Circular Reference error
20. Formula Error Types - #DIV/0,#NULL,#VALUE,#REF,#N/A,#NUM
21. How to fix Formula Errors in Excel

***\*\*\*As we know that formulas are heart of excel, we teach around 150 formulas to make you awesome***

## Pivot Table (PT) & Pivot Chart:

1. What is Pivot Table
2. Insert Pivot Table – different types
3. Pivot Table Fields Section
4. Pivot Table Areas Section (Rows, Columns, Values & Filter)
5. How to make your PT dynamic without changing the data source every time
6. How to insert Slicers in Pivot Table
7. Difference between Slicer and Report Filter
8. How to Connect Multiple Pivot Tables using Slicers
9. How to insert Calculated Field/Formula in PT
10. Pivot Table Value field settings
11. Insert Timeline in PT
12. Grouping/Ungrouping of fields

## Creating Charts and Graphics

1. Various charts – Bar, Column, Line, Area, Pie, Bubble & etc.,
2. Combo Charts
3. Objects in Charts, Working with Objects of Chart
4. Dynamic charts and Dynamic data source for charts

## Data Protection Techniques

1. Worksheet protection
2. How to protect specific range
3. Allowing users to edit the protected range
4. Workbook protection and Encryption
5. Hide formulas

## Printing and viewing worksheet:

1. Adjusting Margin, Orientation and paper size
2. Understanding print area and Page break
3. Providing watermark in Excel
4. Giving Print titles
5. Adjusting page order and scale
6. Giving Header and footer

## Data Validation:

1. Apply data validation
2. Types of data
3. Applying custom validation
4. Input message
5. Alter Error alert

## Define Name:

1. Apply Define Name
2. How to use

## Hyperlink:

1. What is Hyperlink
2. Different types of hyperlink
3. How to apply it

## What if Analysis:

1. Goal Seek
2. Scenario Manger
3. Data Table – Create Loan Table

## Data Outline and Consolidate:

1. Group
2. Ungroup
3. Subtotal
4. Data Consolidate

## Recording Macro:

1. Enable developer tab
2. Use relative reference
3. Recording Macro
4. Learn through projects
5. Types to run macros