

Microsoft Excel – (2016-2019-2021)

Microsoft Excel is the latest entry into Microsoft's venerable Excel series of spreadsheet software, coming together with the rest of its Office productivity suite. Microsoft Excel has proven to be advantageous for day-to-day business activities. The knowledge of Microsoft Excel particularly in analyzing data and reporting has become essential for every company to carry out day to day business and reap the best results. The biggest new feature of Microsoft Excel is that it automatically suggests graphs and charts that are appropriate for the data you're processing.

Ribbon:

- * Tabs
- * Minimize the Ribbon
- * Customize the Ribbon

Range:

- * Cell, Row, Column
- * Range Examples
- * Fill a Range
- * Move a Range
- * Copy/Paste a Range
- * Insert Row/Column
- * Hide Row/Column
- * Custom Lists
- * Comments
- * Name Manager

Some Other Relevant Tools:

- * New Line in a Cell
- * Merge Cell
- * Wrap Text
- * Text Alignment
- * Format Painter
- * Freeze Panes

Worksheets:

- * Select a Worksheet
- * Rename a Worksheet
- * Insert a Worksheet
- * Move a Worksheet
- * Delete a Worksheet
- * Zoom
- * Split

- * Freeze Panes
- * View Multiple Worksheets
- * Spelling

Find & Select:

- * Find
- * Replace
- * Copy Visible Cells Only

Page Setup:

- * Header & Footer
- * Page Number
- * Date & Time
- * Page Margins
- * Page Breaks

Cell References:

- * Relative Reference
- * Absolute Reference
- * Hyperlink
- * Linking Data

Import Data from Other Source:

- * From Web
- * From Text File

Print:

- * Print a Worksheet
- * Print Multiple Copies
- * Repeat Specific Row



Data Filter:

- * Filtering
- * Number and Text Filters
- * Advanced Filter
- * Remove Duplicates

Conditional Formatting:

- * Highlight Cells Rules
- * Top/Bottom Rules
- * Data Bars
- * Color Scales
- * Icon Sets
- * Find Duplicates

Professional Level**Tables:**

- * About an Excel Table
- * Benefits of Excel Table
- * Preparing Data
- * Creating an Excel Table
- * Choosing Formatting Style
- * Sort & Filter Data
- * Show/Hide Total Row
- * Insert Slicer
- * Convert Table Back to a Range

Some important Functions:

- * Date & Time
- * Count and Sum Functions
- * Text Functions
- * Lookup Functions
- * Logical Functions
- * Use of Functions

Charts & Graphs:

- * About Charts
- * Benefits of Charts
- * Sort Data Before Charting Chart
- * Creating a Chart
- * Change Chart Type
- * Switch Row/Column
- * Chart Title

- * Data Labels
- * Display/Hide Gridlines
- * Remove Noise
- * Don't Make People Head Tilt
- * Bar Chart
- * Column Chart
- * Line Chart
- * Pie Charts
- * Area Charts
- * Combined Chart
- * Gantt Chart
- * Histogram
- * Organization Chart
- * Gauge Chart
- * Sparkline

Pivot Table & Chart:

- * What is Pivot Table?
- * Benefits of PivotTable
- * Benefits Pivot Chart
- * Creating a PivotTable
- * Formatting PivotTables
- * Arranging / Pivoting Data
- * Sorting and Filtering Data
- * Refreshing a PivotTable
- * Recommended PivotTables
- * Changing the Way Values are Displayed
- * Insert Slicers
- * Using Various Conditional Formatting Styles

Introduction to Dashboard:

- * What is a Dashboard?
- * How Dashboard Differ from a Report?
- * Benefits of Dashboard
- * Things to Consider Before Creating a Dashboard
- * Tips to Create a Dashboard
- * Interactive Tools for Dashboard
- * Dashboard Do's and Don'ts
- * Preparing Raw Data into Tabular Format

