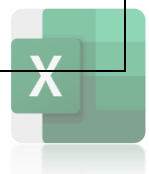


Microsoft Excel – (2016-2019-2021)

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.

Topics - Sessions	Learning and Exercise
1. Ribbon & Range	<ul style="list-style-type: none"> * Minimize & Customize the Ribbon * 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
2. Worksheets	<ul style="list-style-type: none"> * Select, Rename a Worksheet * Insert, Move, Delete a Worksheet * Zoom, Split, Freeze Panes * View Multiple Worksheets, Spelling
3. Find & Select, Page Setup	<ul style="list-style-type: none"> * Find, Replace * Copy Visible Cells Only * Header & Footer, Page Number, Date & Time * Page Margins, Page Breaks
4. Cell References, Import Data from Other Source, Print	<ul style="list-style-type: none"> * Relative Reference, Absolute Reference * Hyperlink, Linking Data * Print a Worksheet, Print Multiple Copies * Repeat Specific Row * From Web, Text File
5. Data Filter, Conditional Formatting	<ul style="list-style-type: none"> * Filtering, Advanced Filter * Number and Text Filters * Find Duplicates , Remove Duplicates * Highlight Cells Rules, Top/Bottom Rules * Data Bars, Color Scales, Icon Sets
6. Professional Level Tables	<ul style="list-style-type: none"> * 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



7. Important Functions	<ul style="list-style-type: none"> * Date & Time, Count and Sum Functions * Text Functions, Lookup Functions * Logical Functions, Use of Functions
8. Charts & Graphs	<ul style="list-style-type: none"> * 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 * Bar Chart, Column Chart, Line Chart * Pie Charts, Area Charts, Combined Chart * Gantt Chart, Histogram, Organization Chart * Gauge Chart, Sparkline
9. Pivot Table & Chart	<ul style="list-style-type: none"> * Benefits of PivotTable & 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
10. Introduction to Dashboard	<ul style="list-style-type: none"> * 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

Microsoft Excel is an application used for creating and editing spreadsheets. Spreadsheets are commonly used to working with sets of data containing text and numbers and for generating graphs and charts. Our guide to Spreadsheets introduces spreadsheets and has web and printable resources for using Excel.



Learning Objectives

The purpose of learning the discipline "MS Excel Skills" is to master the basic concepts of specialization Excel Skills for Business, learning the basics of Microsoft Excel. Ability to competently navigate the Excel user interface, perform basic calculations using formulas and functions, professionally format spreadsheets and create data visualizations using charts and graphs.

Learning Outcomes

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

