

Beginner To Mid-Level Excel Syllabus

After completing this course, participants will have learned to:

- Develop sales mindset and attitudes that drive commitment to sales target
- Understand the roles of a salesperson and the consultative sales approach
- Map sales cycle with flexibility to buyers' process and purchase behaviors
- Qualify prospects and existing customers for new business opportunities
- Plan for successful sales calls with an objective in mind
- Create positive first impression and sales conversation
- Articulate compelling product value proposition to buyers' unique needs
- Sharpen active listening and questioning skills for customer discovery, solutions fit, and stronger relationship
- Use of voice, vocal, visuals and verbal to control sales dialog and influence closing
- Overcome sales objections with closing techniques
- Nurture and engage prospects/customers for more selling opportunity and deeper relationship
- Adapt communication styles that fit individual customers' styles for closing business opportunities faster.

Modules		Takeaways	Key Exercises
Modules 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 	Class practice
Modules 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 	Class practice
Modules 3	Find & Select, Page Setup	<ul style="list-style-type: none"> • Find and Replace • Copy Visible Cells Only • Header & Footer, Page Number, Date & Time • Page Margins, Page Breaks 	Class practice
Module 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 	Class practice
Module 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 	Class practice
Module 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 the Table Back to a Range 	Class practice

Module 7	Important Functions	<ul style="list-style-type: none"> • Date & Time, Count and Sum Functions • Text Functions, Lookup Functions • Logical Functions, Use of Functions 	Class practice
Module 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 	Class practice
Module 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 	Class practice
Module 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 in Tabular Format 	Class Practice