Beginner To Mid-Level Excel
Syllabus

After completing this course, participants will have learned to:

• 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.

Modules		Takeaways	Key Exercises
Modules 1	Ribbon & Range	• 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	• 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	• 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	• 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	• 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	• 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	• Date & Time, Count and Sum Functions • Text Functions, Lookup Functions • Logical Functions, Use of Functions	Class practice
Module 8	Charts & Graphs	• 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	• 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	• 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