

Excel - Syllabus

1. Basics of Excel

- Introduction to MS Excel
- Excel Interface (Ribbon, Tabs, Groups)
- Workbook & Worksheet
- Rows, Columns & Cells
- Data types (Text, Number, Date)

2. Basic Operations

- Entering & Editing Data
- Copy, Cut, Paste
- Autofill
- Find & Replace
- Undo / Redo

3. Formatting

- Font formatting
- Cell formatting
- Alignment
- Borders & Colors
- Number formats (Currency, Percentage, Date)

4. Working with Rows & Columns

- Insert / Delete rows & columns
- Adjust row height & column width
- Hide / Unhide

5. Basic Formulas

- Introduction to formulas
- Mathematical calculations
- Cell references
 - Relative

- Absolute
- Mixed

6. Functions

Basic Functions

- SUM
- AVERAGE
- COUNT
- MAX / MIN

Logical Functions

- IF
- AND
- OR

Text Functions

- LEFT
- RIGHT
- MID
- LEN
- CONCAT

7. Data Handling

- Sorting
- Filtering
- Remove Duplicates
- Data Validation

8. Tables

- Creating tables
- Table formatting
- Total row

9. Charts

- Column chart
- Bar chart
- Pie chart
- Line chart
- Chart formatting

10. Page Layout & Printing

- Page setup
- Margins
- Print area
- Headers & Footers

11. Advanced Topics

- Conditional Formatting
- Pivot Table
- Pivot Chart
- Lookup Functions
 - VLOOKUP
 - HLOOKUP
 - XLOOKUP

12. Data Analysis Basics

- What-if Analysis
- Goal Seek
- Basic dashboards

13. Protection & Sharing

- Protect sheet
- Protect workbook
- Sharing files