

Course Title: Basic _Intermediate Excel (Version : 2010/13/16)

Duration : 1 day(8 hours)

This program is designed for executives who are familiar with the basics of Spreadsheet, and who would like to work with more features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data & creating reports.

Program Objectives

This Excel training program will empower the participants to be able to do the following:

- Performing calculations more efficiently, using various Excel functions.
- Creating MIS reports
- Analyzing data using different function and tools

Audience

Executives and managers who have using spreadsheet a bit, but now feel the need for learning more features and options of Excel, to manage their worksheet-related tasks more efficiently.

Prerequisites

Participants attending this training should be familiar with the basic of computers/spreadsheet, such as simple calculation & file management etc.

Course Outline

Module 1: Starting with Excel

- Portability of Excel
- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Customize the Excel Interface
- Working with back stage view

Module 2: Working with Excel Sheet Management and Hyperlink

- Working with Fill Series
- Undo and Redo limitation
- Creating Hyperlink
- Creating Hyperlink with different source
- Modifying and deleting Hyperlink

Module 3: Working with Large Worksheets

- Freezing and unfreezing panes
- Splitting windows
- Working with different view of Workbook
- Arranging Multiple file/workbook on the screen
- Repeating Heading in all pages in print out

This Course Outline is designed by Rashid Rizwi, email: contactus@marstraining.in/
rashidraj97@gmail.com, website: www.marstraining.in , Voice: +91 9870259245

Module 4: Working with Cell Reference

- Understanding Cell Reference
- Working with all kind of cell reference(Relative, Absolute & Mixed)
- Understanding Mixed cell reference with some formulas

Module 5: Working with Basic Excel Formulas/Functions

- SUM, AVERAGE, MIN, MAX, LARGE, SMALL, SUMIF, AVERAGEIF & COUNTIF etc.
- Writing conditional expressions (using IF)
- Understanding IF

Module 6: Sorting and Filtering Data

- Sorting tables
- Using multiple-level sorting
- Filtering data for selected view (AutoFilter)

Module 7: More Functions

- Date and time functions(TODAY & NOW)
- Text functions(TEXT, LEFT, RIGHT, MID & CONCATENATE)

Module 8: Working with Styles & Formatting

- Cell Styles
- Formatting the structure of a list
- Conditional Formatting