

Excel Syllabus Outline

Getting Started with Excel

- An Overview of Excel
- Navigate in Excel
- Entering & Selecting Data

Basic of Formatting a Worksheet

- Change Fonts, Add Borders and Colour
- Change Column Width and Row Height
- Merge Cells, Align Cell Contents
- Apply Number Formats
- Create a Custom Number Format

Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Insert and Delete Cells, Columns, Rows & Worksheets
- Hide and Unhide Rows and Columns
- Find, Replace, Go To , Spell Check a Worksheet
- Freeze and Unfreeze Rows and Columns

Performing Calculations

- Create Basic Formulas & Functions
- Create an Absolute Reference

Printing Workbook Contents

- Set a Print Area, Print a Range
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Insert and Remove Page Breaks

Creating and Modifying Charts

- Createing & Formating Charts
- Change the Chart Type

Sorting and Filtering Data

- Sort & Filter Data
- Create and Apply Advanced Filters
- Add Subtotals to a Worksheet

Advance Excel Analysis Outline

Creating a PivotTable

- Creating, Modifying a Pivot Table
- Formatting a Pivot Table
- Creating Charts from a Pivot Table
- Grouping results within a pivot table
- Calculating within a Pivot Table
- Analysing information within the pivot table

Auditing Worksheets

- Trace Cell Precedents & Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas

Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Date, Statistical, Lookup and Reference, Logical Functions
- Perform What-If Analysis

Automated task with Macros

- Using Macros
- Apply Conditional Formatting
- Add Data Validation Criteria
- Modify Excel's Default Settings

Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Create Links to a word document
- Securing Workbook/Worksheet

Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template