

# Introducing Excel

Understanding Workbooks and Worksheets

Entering and Editing Worksheet Data

Essential Worksheet Operations

Working with Cells and Ranges

Introducing Tables

Worksheet Formatting

# Working with Formulas and Functions

Understanding Formula Basics

Creating Formulas That Manipulate Text

Working with Dates and Times

Creating Formulas That Count and Sum

Creating Formulas That Look Up Values

Creating Formulas for Financial Applications

Performing Magic with Formulas

Formulas and Functions

Math and Trigonometry Functions:

ABS

ROUND, ROUNDUP, and ROUNDDOWN

Statistical Functions:

COUNT, COUNTA, and COUNTBLANK

AVERAGE, MIN, and MAX

RAND and RANDBETWEEN

Date and Time Functions:

DATE

YEAR, MONTH, and DAY

WEEKDAY

DATEDIF

Lookup and Reference Functions:

VLOOKUP

HLOOKUP

INDEX

MATCH

Text Functions:

LOWER, UPPER, and PROPER

CONCATENATE

LEFT, RIGHT, and MID

LEN and TRIM

FIND and SEARCH

Logical Functions:

COUNTIF

SUMIF

IF

AND

OR

IFERROR

## Creating Charts and Graphics

Understanding How Excel Handles Charts

Hands On: Creating and Customizing a Chart

Understanding Chart Types

Visualizing Data Using Conditional Formatting

Creating Sparkline Graphics

## Using Advanced Excel Features

Using Data Validation

Protecting Your Work

Analyzing Data with Excel

Introducing Pivot Tables

Analyzing Data with Pivot Tables

Performing Spreadsheet What-If Analysis

## Introducing Visual Basic for Applications

Creating VBA Macros

Recording VBA macros

Writing VBA code (Dimension, Message box, Input Box, Loops, Error handling etc.)

**Note:** Hence we have an exclusive MS Excel training module, we have mentioned only common topics here. There are some exclusive tricks and tips around data modelling and graphs.

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