



THE DATALOGY
Empowering Minds With Future Tech

18 HOURS - 09 CLASSES - 03 WEEKS

MICROSOFT EXCEL - ZERO TO HERO



EXCEL



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MICROSOFT EXCEL PROGRAM OUTLINE

18 HOURS – 9 CLASSES – 3 WEEKS



PROGRAM OUTLINE

- Microsoft Excel Overview
- Basic Options, Ribbons and Toolbar
- Introduction to Basic Formulas and Functions (40+)
 - Arithmetic Functions
 - Logical Functions
 - Mathematical Functions
 - Statistical Functions
 - Lookup Functions
 - Information Functions
 - Text Functions
 - Date & Time Functions
 - Financial Functions





PROGRAM OUTLINE

- Data Consolidation vs IFs (SUMIF, COUNTIF & AVERAGEIF)
- Data Consolidation
- Static Report
- Dynamic Report
- Using Goal Seek to Find Out How to Get a Desired Result
- Hide Formulas





PROGRAM OUTLINE

- Freeze Panes
- Format Painter
- Cell Comments
- Printing Options
- Paste Special with Tricks
- Dropdown list
- Sorting
- Auto Filter
- Advanced Filter





PROGRAM OUTLINE

- Conditional Formatting Simple
- Conditional Formatting Advanced
- Conditional Formatting to Highlight Required Value Visualization with Conditional Formatting
- Subtotal
- Hyperlinks in Excel
- Protecting and Sharing Worksheets
- Using Multiple Formulas with Subtotal



PROGRAM OUTLINE

- Understanding Pivot Tables & Pivot Chart
- Creating and Pivoting Pivot Tables & Pivot chart
- Using Lookup Functions
 - Hlookup
 - Vlookup
- Data Table
- Remove Duplicates





PROGRAM OUTLINE

- Create Form In Excel
- Difference between SUM, SUMIF, SUMIFS
- Index - Match
- Macros In Depth
 - Understanding what a Macro does
 - Recording a Macro
 - Run A Macro
 - Macro workbook





PROGRAM OUTLINE

- **Working with Charts**
 - Bar Chart
 - Area Chart
 - Scatter Chart
 - Bubble Chart
- **Tips & Tricks**





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