


Course Details



If you manage large amount of data such as numbers, names, dates, or any other type of information or you need to perform simple to complex calculations, then you can easily create spreadsheets to manage, store, organize, and even analyze and visualize this information. **Microsoft Excel** is the most powerful spreadsheet software which is a widely used program to handle this task. In fact, most workplaces demand that new employees have a basic level of understanding of Microsoft Excel.

This course will introduce you to the program's basic functions using the most recent version of Microsoft Excel. Through hands-on lessons, you will learn numerous ways and shortcuts to set up worksheets quickly and efficiently. You will also learn how to use the built-in functions and create formulas to perform calculations, and more. In addition, you will also learn filtering, sorting, and analyzing data, utilizing the data tools in Excel, and visualizing data using the modern charting capabilities.

By the time you are done, you will know how to use this great tool to apply in your data and spreadsheet tasks.

Course Delivery Mode:	<ul style="list-style-type: none"> The course will be delivered either online or on site based on your choice. Participants are expected to follow along with hand-on training.
Hardware and Software Requirements:	<ul style="list-style-type: none"> PC: Windows 8 or later operating systems and a solid internet connection for online training is required. Microsoft Excel 2016 or Microsoft Office 365 (English desktop version). Software must be installed and fully operational before the course begins
Prerequisites:	<ul style="list-style-type: none"> There are no prerequisites to take this course, but your commitment and interest to learn is vital.
Instructional Material Requirements:	<ul style="list-style-type: none"> The instructional materials and the working files required for this course are included in the course and will be shared during the course.
Duration:	<ul style="list-style-type: none"> Total Course Duration is 10+ Hrs.
Course Fee:	<ul style="list-style-type: none"> Course fee varies depending on the delivery mode and number of participants. You can contact me regarding the fee and group discounts
Certificate:	<ul style="list-style-type: none"> Certificate will be issued upon completion of the course 

Course Outline

Chapter 1 - Excel Basics

- Lesson 01 : Introduction to Spreadsheet and Excel
- Lesson 02 : Excel Ribbon and The Quick Access Toolbar
- Lesson 03 : Data Entry, Data Editing, and basic Formatting
- Lesson 04 : Data Formatting Options
- Lesson 05 : Handling Cells and Ranges in Excel
- Lesson 06 : Manage and Organize Worksheets and Workbooks
- Lesson 07 : Essential Keyboard Shortcuts
- Lesson 08 : Recover Unsaved and crashed Files

Chapter 2 - Working with Data

- Lesson 01 : Auto fill, Custom Lists, and Flash Fill
- Lesson 02 : Find and Replace, Clipboard and Format Painter
- Lesson 03 : Date and Time Entries
- Lesson 04 : Number Formatting in Excel
- Lesson 05 : Hyperlinks and links
- Lesson 06 : Split data from Text to Columns
- Lesson 07 : Handling Duplicates

Chapter 3 - Formulas and Functions

- Lesson 01 : Excel Formula Basics
- Lesson 02 : Math Operators and the Order of Operations
- Lesson 03 : AutoSum (and Other Common Auto Formulas)
- Lesson 04 : Relative, Absolute, and Mixed Cell References
- Lesson 05 : Logical functions (AND,OR, IF...) in Excel
- Lesson 06 : Math functions in Excel
- Lesson 07 : Financial functions in Excel
- Lesson 08 : Lookup and Reference functions in Excel
- Lesson 09 : Stats functions in Excel
- Lesson 10 : Text functions in Excel
- Lesson 11 : Date and Time functions in Excel
- Lesson 12 : Information Functions
- Lesson 13 : Combining formulas and functions
- Lesson 14 : Formula Auditing

Chapter 4 - Data Analysis Tools

- Lesson 01 : Named Ranges in Excel
- Lesson 02 : Exploring the Excel Tables
- Lesson 03 : Data Validation in Excel
- Lesson 04 : Data Sorting and Filtering in Excel
- Lesson 05 : Using Conditional Formatting in Excel
- Lesson 06 : Sparklines/Mini Charts
- Lesson 07 : Functions to Summarize Data
- Lesson 08 : Grouping and Outlining
- Lesson 09 : Overview of Excel Pivot Table

Chapter 5 - Charting in Excel

- Lesson 01 : Introduction to Excel Charting
- Lesson 02 : Exploring Chart Types
- Lesson 03 : Formatting Options for various chart elements
- Lesson 04 : Advanced Excel Charting Examples
- Lesson 05 : Dynamic Charts in Excel

Chapter 6 - Protection and Review

- Lesson 01 : Worksheet and Workbook Protection
- Lesson 02 : Proofing Tools and Smart lookup
- Lesson 03 : Print Setup and Printing Options
- Lesson 04 : Export as PDF
- Lesson 05 : Excel Quiz

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