



# **Course: Microsoft Excel Training**

Duration: Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of over 250 industry experts. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. We offer 100% placement support through JobsNEAR.in

## **Our Courses/Internship**

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- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, SalesForce, Sap
- Microsoft Excel
- Ethical Hacking



Syllabus on the Next Page ..



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## **Microsoft Excel Course Syllabus**

#### Module 1: Introduction to Excel

- \* Overview of Excel interface and ribbon
- \* Workbook and worksheet basics
- \* Understanding cells, rows, and columns
- \* Data entry and editing (numbers, text, and formulas)
- \* Saving, opening, and sharing Excel files

## **Module 2: Basic Excel Functions** and Features

- \* Using basic formulas and functions
- \* (SUM, AVERAGE, MIN, MAX)
- \* Understanding absolute, relative,
- \* and mixed cell references
- \* Formatting cells (font, alignment, number formats)
- \* Conditional formatting basics
- \* Working with dates and time

## Module 3: Managing Data

- \* Sorting and filtering data
- \* Creating and managing tables
- Data validation techniques
- \* Removing duplicates
- \* Working with text
- \* (Text to Columns, CONCATENATE, LEFT, RIGHT, MID, TRIM)

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#### **Module 4: Data Visualization with Charts**

- \* Creating basic charts (bar, line, pie, column)
- \* Customizing chart elements (titles, legends, axes)
- Introduction to sparklinesCombo charts
- \* and secondary axes

#### **Module 5: Intermediate Excel Features**

- \* Using advanced functions
- \* (IF, VLOOKUP, HLOOKUP, INDEX, MATCH)
- \* Logical and text functions
- \* (LEN, SUBSTITUTE, SEARCH)
- \* Working with named ranges
- \* PivotTables and PivotCharts
- \* Grouping and summarizing data
- \* in PivotTables

## **Module 6: Advanced Excel Techniques**

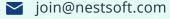
- \* Nested functions
- \* (e.g., IF with AND/OR, INDEX-MATCH combinations)
- \* Advanced conditional formatting rules
- \* Data analysis using What-If Analysis
- \* (Goal Seek, Scenario Manager)
- \* Introduction to Macros (recording and running basic macros)
- \* Using Excel with external data sources

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## Module 7: Data Analysis and Reporting

- \* Advanced filtering techniques
- \* Creating dashboards with Excel
- Using Power Query for data transformation
- Introduction to Power Pivot for data modeling
- \* Advanced chart techniques (waterfall, Gantt chart)

## **Module 8: Collaboration and Productivity**

- \* Sharing and protecting workbooks
- \* Tracking changes and using comments
- \* Collaborative editing in Excel (online versions)
- \* Workbook and worksheet protection techniques

#### **Module 9: Excel Shortcuts and Best Practices**

- \* Essential keyboard shortcuts
- \* Efficiency tips for faster data entry
- \* Avoiding common errors in formulas and data
- \* Best practices for creating professional spreadsheets Module 10: Excel for Specialized Use Cases (Optional)
- \* Excel for finance: financial formulas and templates
- Excel for project management: Gantt charts and trackers
- \* Excel for inventory management and logistics
- \* Excel for HR: employee trackers and payroll templates

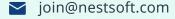
#### Assessment and Certification

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- \* Hands-on projects: Build dashboards, analyze datasets, and create reportsQuizzes at the end of each module
- \* Final practical test
- \* Certification upon successful course completion

(Click on Course for more details)

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- Thank You -

N.B:This syllabus is not final and can be customized as per requirements / updates.

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