

Since 2007, Making IT Experts & Products

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

- Python/Django Fullstack
- Artificial Intelligence
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- 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 sparklines Combo 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 reports Quizzes 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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