

MS-Excel



BASIC EXCEL		
Day-1	Day-2	Day-3
Introduction	Change column width or use Auto-Fit	Working with Formulas
Getting Started with Excel	Change row height or use Auto-Fit	Using the =COUNT function
Learning Basics of Excel	Hiding and unhiding columns and rows	Round numbers using =ROUND
Working with Ribbon	Save files and use Save As to copy a file	=NOW =YEAR =MONTH =DAY
Excel Shortcuts	Using Print Preview	=TIME =HOUR =MINUTE =TIME
Navigation and movement techniques	Change displayed gridline colors	Convert text =LOWER =UPPER =PROPER
Formatting a worksheet	Select and change spreadsheet fonts	Join text using =CONCATENATE
Freezing vertical/horizontal panes	Add borders, shading and patterns	How to remove Space & Special Char
Name and rename worksheets	How to group and ungroup objects	How to use =VLOOKUP
Select font size, color, and orientation	Inserting a picture or clipart image	
Rotating text	Commenting	
Wrapping text	Use the Format Painter	
Use the Format Painter	Using Paste Special to copy values	
	Using Paste Special to transpose data	
Day-4	Day-5	Day-6
Working with Formulas Cont.	Working with Formulas Cont.	Working with Formulas Cont.
How to use =Lookup	Using formulas to calculate date/time	Creating a dynamic range with offset
How to use =Index & Match	Calculating Working Days	Using Text Function
Conditional formulas (IF statement)	Using =SUMIF =COUNTIF	Using Choose Function
Using IF AND and IF OR statements	Using =SUMPRODUCT	Finding the last day or first day of the month
Using =LEFT,RIGHT MID	USING =RANK and how to Create Unique Rank	Using Floor/Ceiling
USING =FIND	Creating Rank in Multiple Parameters	Special Char & Substitute in Excel
Display values: =MIN =MAX and =INT	Indirect Function and Name Range	Hyperlink
USING IS FUNCTION AND Error Checking	Depended Validations/Validation	
Day-7	Day-8	Day-9
Working with Formulas Cont.	Working with Excel	Working with Data
Array Formulas	Conditional Formatting	Using Convert Text to Columns Wizard
The Subtotal Function	Creating Charts	Using the Go To feature
Formula Auditing	Working with Tables and PivotTables	Sorting spreadsheet data
Restricting Duplicate Data	Filtering with Slicers	Protecting Cells
Remove Duplicates from a Table		Grouping Spreadsheets
Filtering Data		Data Consolidation
Advanced Filtering		Linking Worksheets
		Linking Workbooks
		Moving or Copying sheets

ADVANCE EXCEL

Day-1	Day-2	Day-3
Introduction	Macros Continue..	Macros Continue
What is Macro?	Recording a Macro?	Doing Find/Replace In Macros
Declarations/Data Types	Viewing and editing VBA code	Finding the Last row or Last Col
What are references?	Understanding How it Works?	How to define range
		Msgbox
		Inputbox
Day-4	Day-5	Day-6
Macros Continue	Macros Continue	Macros Continue
Writing your Formula in Macros	Using IF/ENDIF	Understanding Loops
How to Use Evaluate Method	Using Case	
	Using With	
Day-7	Day-8	Day-9
Macros Continue	Macros Continue	Macros Continue
Using Loops	Working with Userforms	Playing with Pivots
Selecting/Adding Worksheets	Protecting Worksheets	Playing with Charts
Working with Forms Control		
Day-10		Day-11
Macros Continue		Macros Continue
Working with Worksheet/Workbook Events		Defining a User defined Function
		Understanding Arrays
		IQY Technique
Optional		
Day-12		Day-13
Macros Continue		Macros Continue
Working with SQL/Access by macro		Working with SQL/Access by macro