

MICROSOFT EXCEL TRAINING

COURSE	TOPICS	NO. OF VIDEO TUTORIALS	2 HRS SESSIONS (APPROX.)
BASIC EXCEL	<ol style="list-style-type: none"> 200+ Excel shortcut keys PDF Practice of useful shortcut keys Introduction to Excel ribbon tabs (All features and tabs) Introduction to Advanced Excel 	Manual training + 2 videos	2 sessions
EXCEL ESSENTIALS	<ol style="list-style-type: none"> Conditional Formatting Paste Special Data Validation Basic pivot table Advanced Filter Auto Fill Flash Fill Consolidation 	145 videos	9 sessions
FUNCTIONS AND FORMULAS	<ol style="list-style-type: none"> Absolute vs. Relative cell reference Formula errors Named ranges V-Lookup Match Index When result column is on left of lookup column Data validation with Vlookup and IFERROR H-Lookup Retrieve data from all columns Lookup in vertical range, return from horizontal range IF function – different scenarios Using Excel functions in conditional formatting Data cleaning functions 	36 videos	5 sessions

COURSE	Topics	No. of Video Tutorials	Sessions (Approx.)
MACRO RECORDING (DATA AUTOMATION)	<ol style="list-style-type: none"> 1. Macro basics 2. Absolute vs. Relative Reference 3. Advanced filter macros 4. Transpose macro 5. Highlight cells macro 6. Delete blank rows macro 7. Format table macro 8. Vlookup macro 9. Create pivot table macro 10. Refresh pivot macro 11. Different pivot table views macro 12. Top ten filter macro 	20 videos	5 sessions
DATA ANALYSIS WITH ADVANCED PIVOT TABLE	<ol style="list-style-type: none"> 1. Pivot table example 2. Arranging data in multiple ways 3. Create pivot table 4. Field list in detail 5. Copy pivot table in different ways 6. Subtotal options 7. Grand total options 8. Report layout options 9. Blank rows options 10. Pivot table styles 11. Analyze tab 12. Show details 13. Pivot cache in detail 14. Slicers in detail 15. Timeline 16. Conditional formatting in pivot table 17. Defer layout update 18. Calculate fields and items in detail 19. Value field settings in detail 20. Grouping in detail 21. Pivot chart 22. Sorting 23. Filtering <p>.....and many more features.</p>	120 videos	11 sessions