

## MICROSOFT EXCEL COURSE OUTLINE

### 1. Introduction to Excel

- Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer ribbons
- Contextual tabs
- Status bar
- Sheet modifications
- Excel borders
- Basic Data entry

### 2. Cell formatting

- Number formatting
- Text formatting
- Custom formatting
- Advanced Data entry
- Alignment formatting

### 3. Excel tables and slicers

- Table Referencing
- Table Designs and Style options
- Table and Range variations
- Excel Slicers

### 4. Autofill and flash fill

- Copy fill
- Fill series
- Linear trend
- Growth trend
- Advanced custom fill

### 5. Excel data sorting and filtering

- Basic and Advanced sorting
- Custom Auto-filter
- Advanced Filter

### 6. Excel Formulas part 1

- Formula referencing
- Basic mathematics
- Exponents and Concatenation
- Formula logics

## 7. Excel Formulas part 2

- Relative referencing
- Absolute referencing

## 8. Excel Formulas part 3 (STAT)

- Statistical formulas
  - SUM
  - SUMIF
  - SUMPRODUCT
  - AVERAGE
  - AVERAGEIF
  - RANK
  - MIN
  - MAX
  - COUNT
  - COUNTA
  - COUNTBLANK
  - COUNTIF
  - COUNTIFS
  - SMALL
  - LARGE

## 9. Excel Formulas part 4 (LOGICAL)

- Logical Formulas
  - TRUE
  - FALSE
  - OR
  - AND
  - NOT
  - IF
  - IFERROR
  - ISNUMBER
  - ISTEXT
  - ISBLANK
  - ISEVEN
  - ISODD
  - ISERROR

## 10. Excel Formulas part 5 (TEXT)

- Text Formulas
  - UPPER
  - LOWER
  - PROPER
  - LEFT
  - RIGHT
  - MID
  - TEXT
  - REPLACE
  - SUBSTITUTE

## 11. Excel Formulas part 6 (LOOKUP & others)

- Logical and Date Formulas
  - VLOOKUP
  - HLOOKUP
  - MATCH
  - TODAY
  - NOW

## 12. Data Validation

- Validation settings
- Input and error alerts
- Advanced custom data validation

## 13. Conditional Formatting

- Preset formatting
- Rules management
- Colour grading
- Data bars

## 14. Excel Charts

- Column charts
- Line charts
- Pie charts
- Area charts
- Scatter charts
- Map charts
- Stock charts
- Surface charts
- Radar charts
- Treemaps
- Histogram
- Box & Whisker
- Waterfall charts
- Funnel charts
- Combo charts

## 15. Pivot table and charts

- PivotTable creation
- Pivot panes
- Pivot filters
- PivotTable analysis
- Totals and filters
- Data display
- Value field settings
- Pivot Slicers
- Calculated fields
- Pivot charts and styling

## 16. Excel view tab and print layout

- Print setup
- Page setup
- Page margins
- Headers and footers
- Custom views
- New window
- Windows arrangement and customization
- Split setup
- Freeze panes

## 17. Excel tricks and shortcuts

- Multiple alternate function shortcuts
- Rows and columns autofitting
- Quick analysis

## 18. Worksheet and Workbook protection

- Cell lock
- Sheet protection
- Workbook protection
- Workbook structure protection
- Password encryption

## 19. Power query part 1

- Introduction to Power Query
- Data import
- Query options
- Data types
- Split columns
- Duplicate modification
- Data transformation
- Data drilling
- Data grouping
- Queries edition

## 20. Power query part 2

- Data merging
- Query filtering
- Data fills
- Data extracts, duplicates, and replacement
- Index columns
- Custom columns
- Column from examples

## 21. Data cleaning part 1

- Text to column wizard
- Delimiter formatting
- Excel data cleaning vs Power query data cleaning

## 22. Data cleaning part 2

- Unpivot columns
- Cleaning practice for 5 complex models of dirty data

## 23. Creation of Excel Dashboards part 1

- Purpose of Excel dashboards
- Dashboard vs standard Excel reports
- Identifying key metrics and KPIs
- Structuring raw data for dashboards
- Using Excel Tables for dynamic data ranges
- Creating PivotTables for dashboard data

## 24. Creation of Excel Dashboards part 2

- Using PivotCharts for visual summaries
- Choosing appropriate chart types (bar, column, line, pie)
- Using slicers for interactive filtering
- Connecting slicers to multiple PivotTables
- Managing slicer formatting and layout
- Highlighting trends, targets, and exceptions