



## Course Outline- Duration 3 .5 months(2hrs per day)

### Unit 1: Getting started

Topic A: Spreadsheet terminology  
Topic B: The Excel environment  
Topic C: Navigating a worksheet  
Topic D: Using a template

### Unit 2: Entering and editing data

Topic A: Entering and editing text and values  
Topic B: Entering and editing formulas  
Topic C: Saving and updating workbooks

### Unit 3: Modifying a worksheet

Topic A: Moving and copying data  
Topic B: Moving, copying, and viewing formulas  
Topic C: Absolute and relative references  
Topic D: Inserting and deleting ranges, rows, and columns

### Unit 4: Functions

Topic A: Entering functions  
Topic B: AutoSum  
Topic C: Other common functions

### Unit 5: Formatting

Topic A: Text formatting  
Topic B: Row and column formatting  
Topic C: Number formatting  
Topic D: Conditional formatting  
Topic E: Additional formatting options

### Unit 6: Charts

Topic A: Chart basics  
Topic B: Formatting charts

### Unit 7: Graphics

Topic A: Working with pictures  
Topic B: Conditional formatting with graphics  
Topic C: SmartArt graphics

### Unit 8: Printing

Topic A: Preparing to print  
Topic B: Page Setup options  
Topic C: Printing worksheets

### Unit 9: Managing workbooks and worksheets

Topic A: Viewing large worksheets  
Topic B: Printing large worksheets  
Topic C: Working with multiple worksheets  
Topic D: Linking worksheets with 3-D formulas  
Topic E: Using multiple workbooks  
Topic F: Linking workbooks

### Unit 10: Advanced formatting

Topic A: Using special number formats  
Topic B: Working with themes  
Topic C: Other advanced formatting

### Unit 11: Outlining and subtotals

Topic A: Outlining and consolidating data  
Topic B: Creating subtotals

### Unit 12: Cell and range names

Topic A: Creating and using names  
Topic B: Managing names

### Unit 13: Data structure and tables

Topic A: Sorting and filtering data  
Topic B: Working with tables

### Unit 14: Web and sharing features

Topic A: Saving workbooks as Web pages  
Topic B: Using hyperlinks

### Unit 15: Documenting and auditing

Topic A: Auditing features  
Topic B: Comments in cells and workbooks  
Topic C: Protection  
Topic D: Workgroup collaboration

### Unit 16: Application settings and templates

Topic A: Application settings  
Topic B: Working with templates

### Unit 17: Advanced functions and formulas

Topic A: Logical functions  
Topic B: Conditional functions



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Topic C: Financial functions  
Topic D: Text functions  
Topic E: Date and time functions  
Topic F: Array formulas  
Topic G: Calculation options

#### **Unit 18: Lookups and data tables**

Topic A: Using lookup functions  
Topic B: Creating data tables

#### **Unit 19: Advanced data management**

Topic A: Validating cell entries  
Topic B: Advanced filtering

#### **Unit 20: Advanced charting**

Topic A: Chart formatting options  
Topic B: Combination charts  
Topic C: Graphical objects

#### **Unit 21: PivotTables and PivotCharts**

Topic A: Working with PivotTables  
Topic B: Modifying PivotTable data  
Topic C: Formatting PivotTables  
Topic D: Using PivotCharts  
Topic E: PowerPivot

#### **Unit 22: Exporting and importing data**

Topic A: Exporting and importing text files

#### **Unit 22: Analytical tools**

Topic A: Goal Seek  
Topic B: Scenarios  
Topic C: Instant data analysis

#### **Unit 23: Macros and Visual Basic**

Topic A: Running and recording a macro  
Topic B: Working with VBA code