



**Apextgi.in**  
Development | Consultant | Training  
**ISO 9001 : 2008**



Accredited by :  
**IAO**  
INTERNATIONAL ACCREDITATION  
ORGANIZATION HOUSTON U.S.A

## Course Outline - 20 Days

### 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