

MICROSOFT EXCEL

Introduction to M S – Excel
Office Button, Paste Special
Paste Link, Values, Transpose
Clipboard and Font Setting
Cell Borders and Alignment
Wrap Text, Merge & Center
Cell Styles, Cell Size, Visibility
Insert & Delete, Editing
Organize Sheet, Charts
Time and Date Functions
Financial Logical Functions
Text & Statistical Functions
Math and Trig Functions
Hyperlink, Header & Footer
Page Margins, Orientation,
Print Area, Breaks & Size
Page Background, Print Titles
Scale to Fit, Sheet Options
Name Manager, Define Name
Formula Auditing, Sorting
Group & Ungroup, Comment
Protect Sheet, Book Views
Function & Shortcut Keys

ADVANCED EXCEL

V Lookup and H Lookup Formulas
V Lookup & H Lookup Sheet to Sheet
V Lookup & H Lookup Book to Book
Match and Index Formulas
Match and Index Sheet to Sheet
Match and Index Book to Book
Auto Filter and Advanced Filter
Sum if and Count if Formulas
Count A & Count Blank Formulas
Subtotal Functions and Formulas
Creation of Pivot Table, Charts
Refresh Data & Database Formulas
Cell Conditional Formatting
Import Data from Access, Notepad
Export Tables from Excel to Word
Creation Customs List for Text
Text to Columns, Remove Duplicates
Data Validation, Consolidate Tables
Scenario Manager, Data Table
Goal Seek, Macros, Freeze Panes
Data and Number Series Filling
Duration
30 Days
Creating Object, Creating Payrolls

Duration
30 Days



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