

Since 2007, Making IT Experts & Products

## Course: Microsoft Excel

Duration: 30 Hrs (Changeable) | Fees: Individual / Batch

Since 2007, Nestsoft TechnoMaster has been providing training, internships, and services in IT technologies, both online and offline, with the expertise of **over 250 industry experts**. We have delivered internships, training, and seminars to more than 50,000 students, resulting in numerous success stories. **We offer 100% placement support through JobsNEAR.in**

### Our Courses/Internship

- Python/Django Fullstack
- Artificial Intelligence
- Machine Learning
- Data Science
- Software Testing (All)
- Wordpress, Woocommerce
- Digital Marketing, SEO
- Php/MySQL, Laravel
- Flutter, Android, IOS
- Asp.net MVC
- Web Design, Javascript
- Angular JS, React JS
- CCNA, MCSA, CCNP
- AWS, GCP, Azure
- Odoo, Salesforce, Sap
- Microsoft Excel
- Ethical Hacking



Syllabus on the Next Page ..



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## Microsoft Excel Course Syllabus

### Module 1: Introduction to Excel

- \* Overview of Excel interface and ribbon
- \* Workbook and worksheet basics
- \* Understanding cells, rows, and columns
- \* Data entry and editing (numbers, text, and formulas)
- \* Saving, opening, and sharing Excel files

### Module 2: Basic Excel Functions and Features


- \* Using basic formulas and functions
- \* (SUM, AVERAGE, MIN, MAX)
- \* Understanding absolute, relative,
- \* and mixed cell references
- \* Formatting cells (font, alignment, number formats)
- \* Conditional formatting basics
- \* Working with dates and time

### Module 3: Managing Data

- \* Sorting and filtering data
- \* Creating and managing tables
- \* Data validation techniques
- \* Removing duplicates
- \* Working with text
- \* (Text to Columns, CONCATENATE, LEFT, RIGHT, MID, TRIM)

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## Module 4: Data Visualization with Charts

- \* Creating basic charts (bar, line, pie, column)
- \* Customizing chart elements (titles, legends, axes)
- \* Introduction to sparklines Combo charts
- \* and secondary axes

## Module 5: Intermediate Excel Features


- \* Using advanced functions
- \* (IF, VLOOKUP, HLOOKUP, INDEX, MATCH)
- \* Logical and text functions
- \* (LEN, SUBSTITUTE, SEARCH)
- \* Working with named ranges
- \* PivotTables and PivotCharts
- \* Grouping and summarizing data
- \* in PivotTables

## Module 6: Advanced Excel Techniques

- \* Nested functions
- \* (e.g., IF with AND/OR, INDEX-MATCH combinations)
- \* Advanced conditional formatting rules
- \* Data analysis using What-If Analysis
- \* (Goal Seek, Scenario Manager)
- \* Introduction to Macros (recording and running basic macros)
- \* Using Excel with external data sources

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## Module 7: Data Analysis and Reporting

- \* Advanced filtering techniques
- \* Creating dashboards with Excel
- \* Using Power Query for data transformation
- \* Introduction to Power Pivot for data modeling
- \* Advanced chart techniques (waterfall, Gantt chart)

## Module 8: Collaboration and Productivity

- \* Sharing and protecting workbooks
- \* Tracking changes and using comments
- \* Collaborative editing in Excel (online versions)
- \* Workbook and worksheet protection techniques

## Module 9: Excel Shortcuts and Best Practices

- \* Essential keyboard shortcuts
- \* Efficiency tips for faster data entry
- \* Avoiding common errors in formulas and data
- \* Best practices for creating professional spreadsheets


## Module 10: Excel for Specialized Use Cases (Optional)

- \* Excel for finance: financial formulas and templates
- \* Excel for project management: Gantt charts and trackers
- \* Excel for inventory management and logistics
- \* Excel for HR: employee trackers and payroll templates

## Assessment and Certification

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- \* Hands-on projects: Build dashboards, analyze datasets, and create reports Quizzes at the end of each module
- \* Final practical test
- \* Certification upon successful course completion

(Click on Course for more details)

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**- Thank You -**

N.B: This syllabus is not final and can be customized as per requirements / updates.

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