

# MICROSOFT EXCEL TRAINING

COURSE	TOPICS	NO. OF VIDEO TUTORIALS	2 HRS SESSIONS (APPROX.)
<b>BASIC EXCEL</b>	<ol style="list-style-type: none"> <li>1. 200+ Excel shortcut keys PDF</li> <li>2. Practice of useful shortcut keys</li> <li>3. Introduction to Excel ribbon tabs (All features and tabs)</li> <li>4. Introduction to Advanced Excel</li> </ol>	Manual training + 2 videos	2 sessions
<b>EXCEL ESSENTIALS</b>	<ol style="list-style-type: none"> <li>1. Conditional Formatting</li> <li>2. Paste Special</li> <li>3. Data Validation</li> <li>4. Basic pivot table</li> <li>5. Flash Fill</li> <li>6. Advanced Filter</li> <li>7. Auto Fill</li> </ol>	144 videos	9 sessions
<b>FUNCTIONS AND FORMULAS</b>	<ol style="list-style-type: none"> <li>1. Absolute vs. Relative cell reference</li> <li>2. Formula errors</li> <li>3. Named ranges</li> <li>4. V-Lookup</li> <li>5. Match</li> <li>6. Index</li> <li>7. When result column is on left of lookup column</li> <li>8. Data validation with Vlookup and IFERROR</li> <li>9. H-Lookup</li> <li>10. Retrieve data from all columns</li> <li>11. Lookup in vertical range, return from horizontal range</li> <li>12. IF function – different scenarios</li> <li>13. Using Excel functions in conditional formatting</li> <li>14. Data cleaning functions .....and many more examples &amp; functions.</li> </ol>	36 videos	5 sessions

COURSE	Topics	No. of Video Tutorials	Sessions (Approx.)
<b>MACRO RECORDING (DATA AUTOMATION)</b>	<ol style="list-style-type: none"> <li>1. Macro basics</li> <li>2. Absolute vs. Relative Reference</li> <li>3. Advanced filter macros</li> <li>4. Transpose macro</li> <li>5. Highlight cells macro</li> <li>6. Delete blank rows macro</li> <li>7. Format table macro</li> <li>8. Vlookup macro</li> <li>9. Create pivot table macro</li> <li>10. Refresh pivot macro</li> <li>11. Different pivot table views macro</li> <li>12. Top ten filter macro</li> </ol>	20 videos	5 sessions
<b>DATA ANALYSIS WITH ADVANCED PIVOT TABLE</b>	<ol style="list-style-type: none"> <li>1. Pivot table example</li> <li>2. Arranging data in multiple ways</li> <li>3. Create pivot table</li> <li>4. Field list in detail</li> <li>5. Copy pivot table in different ways</li> <li>6. Subtotal options</li> <li>7. Grand total options</li> <li>8. Report layout options</li> <li>9. Blank rows options</li> <li>10. Pivot table styles</li> <li>11. Analyze tab</li> <li>12. Show details</li> <li>13. Pivot cache in detail</li> <li>14. Slicers in detail</li> <li>15. Timeline</li> <li>16. Conditional formatting in pivot table</li> <li>17. Defer layout update</li> <li>18. Calculate fields and items in detail</li> <li>19. Value field settings in detail</li> <li>20. Grouping in detail</li> <li>21. Pivot chart</li> <li>22. Sorting</li> <li>23. Filtering</li> </ol> <p>.....and many more features.</p>	120 videos	11 sessions