Excel Syllabus

- Introduction to Excel and its importance
- Data Types in Excel
- Cell Referencing
- Paste Special
- Conditional Formatting in Excel using icon sets the right way
- Sorting and Filtering, Custom Sort, Multilevel Sorting
- Data Formatting - creating an Excel Table
- Data Cleaning - Text functions, TRIM, UPPER, PROPER, Find and Replace, Data validation, removing duplicates, Subtotal and Grouping, merging cells, splitting cells etc.
- Data Organization Part 2 - linking sheets, inserting sheets, Freezing panes, Splitting Windows
- What - If Analysis in Excel - Scenario manager and Goal Seek
- Lookup functions - Vlookup, Xlookup, SUMPRODUCT
- Logical and Conditional functions in Excel - IF, AND, OR, SUMIFS, COUNTIFS etc.
- Proctecting Workbook/Worksheet
- Data Visualization using Pivot tables and charts

[Contact me](#)