

MASTER-EXCEL

TWO DAYS COURSE

BASIC EXCEL, FORMULAS, CHARTING, ADVANCE EXCEL, POWERPIVOT



PART-1 GETTING STARTED

BASIC EXCEL
5 HOURS

Elementary knowledge, working around the program, introduction to the tabs and functions, Settings, versions, view settings

Home: Clipboard, Fonts, Alignments, Orientation, Numbers, Styles, Cells, Editing

Insert: Uses of Tables, Illustrations, Charts, Sparkline's, Filter, Links, Text, Symbols, Paste Special

Page Layout:- Themes, Page Setup, Scale to Fit, Sheet Options, Arrange

Data:- Get External data, Connections, Sort & Filter

PART-2 A NOVICE PLAYER

EXCEL FORMULAS
AND BASIC
CHARTING
6 HOURS

Relative and absolute reference, nested if

Formula: Countif, Text, Vlookup, Advanced Vlookup, Offset, Small & Large, Rows & Columns, Sumproduct, Countif & Sumif

Formula editing tips, Debugging

Advanced Conditional Formatting,

PART-3 SHOOT LIKE A PRO!

ADVANCED
CHARTING,
POWERPIVOT &
MACROS
5 HOURS

How to make a chart right- Presentation

Chart formatting and tutorials

Dynamic and interactive charts

Pivot, PowerPivot and importance of Data analysis

Macros

Dashboard Designing Fundamentals and examples

At Aviate, our only aim is to make you incredible in excel. The 2-day course will help spark that curiosity inside you and will give you tools to become a master of excel. Hope to see you in class!