

Excel – Practical course

Areas of knowledge and skills	Topics	Duration (Study hours)
1. Preparation	Entry Test	1
2. Introduction, Entering, Editing and Formatting Data	2.1. Introduction 2.2. Interface 2.3. Tabs and Ribbons 2.4. Document windows 2.5. Navigation tips 2.6. Office Button and Save 2.7. Example 1 2.8. Intro: Enter, Edit and Format Data 2.9. Entering Data 2.10. Fonts, Fills and Alignment 2.11. Cut, Copy and Paste 2.12. Paste Special 2.13. Undo and Redo 2.14. Moving, Finding and Replacing a value 2.15. Cell Styles 2.16. Comments 2.17. Example 2	5
3. Formatting Numbers, Managing Worksheets, Modifying Rows and Columns	3.1. Formatting numbers Intro 3.2. Currency format 3.3. Format Painter 3.4. Format Dates 3.5. Custom and Special formats 3.6. Example 3 3.7. Managing Worksheets Intro 3.8. Copying worksheets 3.9. Adding, Deleting and hiding Worksheets 3.10. Grouping worksheets, Moving, Copying, Deleting and Hiding grouped Worksheets 3.11. Example 4 3.12. Modifying Rows and Columns Intro 3.13. Inserting and Deleting Columns and Rows 3.14. Inserting and Deleting Cells 3.15. Inserting multiple Columns and Rows 3.16. Modifying Cell Width and Height 3.17. Hiding and Unhiding Rows and Columns 3.18. Example 5	5
4. Understanding Formulas, Changing	4.1. Understanding Formulas Intro 4.2. Using Operations	5

Views	4.3. Creating Formulas 4.4. AutoSum 4.5. Common Formulas 4.6. Searching for Formulas 4.7. Copying Formulas 4.8. Using Relative and Absolute References 4.9. Example 6 4.10. Changing Views: Intro 4.11. Workbook views 4.12. Show/ Hide 4.13. Zoom features 4.14. Freeze Panes 4.15. Split Windows 4.16. Viewing multiple windows 4.17. Minimize the Ribbon 4.18. Worksheet Backgrounds 4.19. Watermarks 4.20. Example 7	
5. AutoFill and Custom Lists, Conditional Formatting, Tables, Data Tools	5.1. AutoFill and Custom Lists: Intro 5.2. AutoFill a Series 5.3. AutoFill Non- Adjacent Cells 5.4. AutoFill on multiple Sheets 5.5. Creating Custom Lists 5.6. Series Formatting 5.7. Example 8 5.8. Conditional Formatting: Intro 5.9. Highlight Cells Rules 5.10. Top/ Bottom Rules 5.11. Data Bars 5.12. Color Scales 5.13. Custom Formatting Rule 5.14. Example 9 5.15. Tables: Introduction 5.16. Insert a Table and Style Options 5.17. Add Rows and Columns 5.18. Perform a Function in a Table 5.19. Summarize with PIVOT Table 5.20. Example 10 5.21. Data tools: Intro 5.22. Data Validation 5.23. Drop- Down lists 5.24. Removing Duplicates 5.25. Text To Columns 5.26. Goal Seek 5.27. Scenario Manager 5.28. Example 11	5
6. Referencing Formulas, Ranges and	6.1. Referencing Formulas: Intro 6.2. Multiple Sheet References	5

<p>Dates, Lookups</p>	<p>6.3. Consolidating Data- with or without links 6.4. Trace the Precedents and Dependents 6.5. Using the Watch Window 6.6. Example 12 6.7. Ranges and Dates: Intro 6.8. Cell Names 6.9. Named Ranges 6.10. Formulas with Cell Names 6.11. Date Formulas 6.12. Example 13 6.13. LOOKUPS: Intro 6.14. VLOOKUP 6.15. VLOOKUP Exact Match 6.16. HLOOKUP 6.17. HLOOKUP Exact Match 6.18. Example 14</p>	
<p>7. Conditional Logic, Text Formulas</p>	<p>7.1. Conditional Logic: Intro 7.2. IF Statement 7.3. Nested IF 7.4. AND 7.5. OR 7.6. NOT 7.7. IFERROR 7.8. SUMIF 7.9. AVERAGEIF 7.10. COUNTIF& COUNTIFS 7.11. SUMIFS 7.12. AVERAGEIFS 7.13. Example 15 7.14. Text Formulas: Intro 7.15. Case Formulas 7.16. Fix Number Fields 7.17. Trim Spaces 7.18. Substitute Text 7.19. Example 16</p>	<p>5</p>
<p>8. Charts, Formatting Charts, Adding Graphics to Spreadsheets</p>	<p>8.1. Introduction to Charts 8.2. Chart Types 8.3. Instant Chart 8.4. Update Chart 8.5. Column Chart 8.6. Picture Fill 8.7. Adjust Chart Size 8.8. Line Chart 8.9. Scatter Chart 8.10. Example 17 8.11. Formatting Charts: Intro 8.12. Chart Styles 8.13. Chart Layouts</p>	<p>5</p>

	<ul style="list-style-type: none"> 8.14. Add Labels 8.15. Axis Options 8.16. Chart Title 8.17. Legends 8.18. Data Labels 8.19. Example 18 8.20. Adding Graphics to Spreadsheets: Intro 8.21. Insert Pictures 8.22. Modifying Pictures 8.23. Insert Shapes 8.24. Insert SmartArt 8.25. Apply Themes 8.26 Arrange 8.27 Example 19 	
9. Outline, Sort, Filter, Subtotal, Pivot Tables, Protecting Data	<ul style="list-style-type: none"> 9.1. Outline, Sort, Filter, Subtotal: Intro 9.2. Group and Ungroup 9.3. Sort Data 9.4. Sort Multiple Levels 9.5. Filter Data 9.6. Advanced Filter 9.7. Conditional Sorting and Filtering 9.8. Sorting with Custom Lists 9.9. Subtotal 9.10. Example 20 9.11. Pivot Tables: Intro 9.12. Creating Pivot Tables 9.13. Choosing Fields 9.14. Pivot Table Layout 9.15. Filtering Pivot Tables 9.16. Modifying Pivot Table Data 9.17. Pivot Charts 9.18. Example 21 9.19. Protecting Data: Intro 9.20. Workbook Passwords 9.21. Protecting Workbooks 9.22. Unlocking Cells 9.23. Example 22 	5
10. Collaboration, Printing, Saving a Workbook, Macros	<ul style="list-style-type: none"> 10.1. Collaboration: Intro 10.2. Document Properties 10.3. Inserting Hyperlinks 10.4. Sharing a workbook 10.5. Track changes 10.6. Accept/ Reject changes 10.7. Mark as Final 10.8. Example 23 10.9. Printing: Intro 10.10. Page Orientation 10.11. Page Break 	5

	10.12. Print Area 10.13. Margins 10.14. Print Titles 10.15. Headers and Footers 10.16. Scaling 10.17 Sheet Options 10.18. Example 24 10.19. Saving a workbook: Intro 10.20. Save as previous version 10.21. AutoRecover Save Options 10.22. Templates 20.23. Save as PDF 20.21. Save as Web Page 20.22. Macro- Enabled Workbook 20.23. Example 25 20.24. Macros: Intro and Macro Security 20.25. Recording a Macro 20.26. Assign a Macro to a Button or Shape 20.27. Run a Macro Upon opening a Workbook 20.28. How to inspect and modify a Macro 20.29. Example 26	
11. End of the course	Final exam	2