



Any Thing &
Every Thing in
Data Science

MS Excel Training Program- Basic to Advanced

Microsoft Excel Fundamentals

- Launching Excel
- Microsoft Excel Startup Screen
- Introduction to the Excel Interface
- Customizing the Excel Quick Access Toolbar
- More on the Excel Interface
- Understanding the Structure of an Excel Workbook
- Saving an Excel Document
- Opening an Existing Excel Document
- Common Excel Shortcut Keys

Entering and Editing Text and Formulas

- Entering Text to Create Spreadsheet Titles
- Working with Numeric Data in Excel
- Entering Date Values in Excel
- Working with Cell References
- Creating Basic Formulas in Excel
- Relative Versus Absolute Cell References in Formulas
- Understanding the Order of Operation ([DOWNLOAD EXERCISE FILE](#))

Working with Basic Excel Functions

- The structure of an Excel Function
- Working with the SUM() Function
- Working with the MIN() and MAX() Functions
- Working with the AVERAGE() Function
- Working with the COUNT() Function
- Adjacent Cells Error in Excel Calculations
- Using the AutoSum Command
- Excel's AutoSum Shortcut Key
- Using the AutoFill Command to Copy Formulas

Modifying an Excel Worksheet

- Moving and Copying Data in an Excel Worksheet
- Inserting and Deleting Rows and Columns
- Changing the Width and Height of Cells
- Hiding and Unhiding Excel Rows and Columns
- Renaming an Excel Worksheet
- Deleting an Excel Worksheet
- Moving and Copying an Excel Worksheet

Formatting Data in an Excel Worksheet

- Working with Font Formatting Commands
- Changing the Background Color of a Cell
- Adding Borders to Cells
- Formatting Data as Currency Values
- Formatting Percentages
- Using Excel's Format Painter
- Creating Styles to Format Data
- Merging and Centering Cells
- Using Conditional Formatting

Inserting Images and Shapes into an Excel Worksheet

- Inserting Images
- Inserting Excel Shapes
- Formatting Excel Shapes
- Working with Excel SmartArt

Creating Basic Charts in Excel

- Creating an Excel Column Chart
- Working with the Excel Chart Ribbon
- Adding and Modifying Data on an Excel Chart
- Formatting an Excel Chart
- Moving a Chart to another Worksheet
- Working with Excel Pie Charts

Printing an Excel Worksheet

- Changing the Margins, Scaling and Orientation
- Working with Page Layout View
- Adding Header and Footer Content
- Printing a Specific Range of Cells

Working with Excel Templates

- Intro to Excel Templates
- Opening an Existing Template
- Creating a Custom Template

Working with an Excel List

- Understanding Excel List Structure

- Sorting a List Using Single Level Sort
- Sorting a List Using Multi-Level Sorts
- Using Custom Sorts in an Excel List
- Filter an Excel List Using the AutoFilter Tool
- Creating Subtotals in a List
- Format a List as a Table
- Using Conditional Formatting to Find Duplicates
- Removing Duplicates

Excel List Functions

- Introduction to Excels Function: DSUM()
- Excel DSUM Function Single Criteria Continued
- Excel DSUM Function with OR Criteria
- Excel DSUM Function with AND Criteria
- Excel Function: DAVERAGE()
- Excel Function: DCOUNT()
- Excel Function: SUBTOTAL()

Excel Data Validation

- Understanding the Need for Excel Data Validation
- Creating an Excel Data Validation List
- Excel Decimal Data Validation
- Adding a Custom Excel Data Validation Error
- Dynamic Formulas by Using Excel Data Validation Techniques

Importing and Exporting Data

- Importing Data Into Microsoft Excel
- Importing Data from Text Files
- Importing Data from Microsoft Access
- NEW VERSION -- Import Data From Text Files into Excel
- NEW VERSION -- Import Data From a Database into Excel
- Microsoft Excel Legacy Import Options for New Excel Versions
- Exporting Data to a Text File

Excel PivotTables

- Understanding Excel PivotTables
- Creating an Excel PivotTable
- Modifying Excel PivotTable Calculations
- Grouping PivotTable Data
- Formatting PivotTable Data
- Drilling Down into PivotTable Data
- Creating PivotCharts
- Filtering PivotTable Data
- Filtering with the Slicer Tool

Working with Excel's PowerPivot Tools

- Why PowerPivot?
- Activating the Excel PowerPivot AddIn

Creating Data Models with PowerPivot
Creating PivotTables based on Data Models
PowerPivot Calculated Fields
PowerPivot KPIs

Working with Large Sets of Excel Data

Using the Freeze Panes Tool
Grouping Data (Columns and/or Rows)
Print Options for Large Sets of Data
Linking Worksheets (3D Formulas)
Consolidating Data from Multiple Worksheets

Working with Excel's Conditional Functions

Working with Excel Name Ranges
Advantages and Disadvantages of Excel Name Ranges
Editing an Excel Name Range
Using Excel's IF() Function
Excel's IF() Function with a Name Range
Nesting Functions with Excel
Nesting Excel's AND() Function within the IF() Function
Using Excel's COUNTIF() Function
Using Excel's SUMIF() Function
Using Excel's IFERROR() Function

Working with Excel's Lookup Functions

Microsoft Excel VLOOKUP() Function
Microsoft Excel HLOOKUP() Function
Microsoft Excel INDEX() Function
Microsoft Excel MATCH() Function
Microsoft Excel INDEX() and MATCH() Function Combined
Microsoft Excel INDEX() and MATCH() Function Combined Continued
Creating a Dynamic HLOOKUP() with the MATCH() Function

Working with Excel's Text Based Functions

Using Excel's LEFT(), RIGHT() and MID() Functions
Using Excel's LEN() Function
Using Excel's SEARCH() Function
Using Excel's CONCATENATE() Function

Auditing an Excel Worksheet

Tracing Precedents in Excel Formulas
Tracing Dependents in Excel Formulas
Working with the Watch Window
Showing Formulas

Protecting Excel Worksheets and Workbooks

Protecting Specific Cells in a Worksheet
Protecting the Structure of a Workbook

Adding a Workbook Password

Mastering Excel's "What If?" Tools

Working with Excel's Goal Seek Tool

Working with Excel's Solver Tool

Building Effective Data Tables in Excel

Creating Scenarios in Excel