



KNOWLEDGETECH
WHERE TECHNOLOGY MEETS SKILL..

Certificate course in MS Excel

Duration: 30hrs

Sr. No.	Topics / Sub Topics	Class Activities	Training Method
1	Entering and Editing Text and Formulas & Working with Basic Excel Functions	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Entering Text to Create Spreadsheet Titles <input checked="" type="checkbox"/> Working with Numeric Data in Excel <input checked="" type="checkbox"/> Entering Date Values in Excel <input checked="" type="checkbox"/> Working with Cell References <input checked="" type="checkbox"/> Data Linking within workbooks and worksheets. <input checked="" type="checkbox"/> Creating Basic Formulas in Excel <input checked="" type="checkbox"/> Relative Versus Absolute Cell References in Formulas <input checked="" type="checkbox"/> The structure of an Excel Function <input checked="" type="checkbox"/> Working with the SUM() Function <input checked="" type="checkbox"/> Working with the MIN() and MAX() Functions <input checked="" type="checkbox"/> Working with the AVERAGE() Function <input checked="" type="checkbox"/> Working with the COUNT() Function <input checked="" type="checkbox"/> Finding Percentage RANK, Grade & Remark <input checked="" type="checkbox"/> Understanding the Order of Operation 	<p>PROJECT 1</p> <p>2 hrs</p>
2	Modifying an Excel Worksheet	<ul style="list-style-type: none"> <input type="checkbox"/> Moving and Copying Data in an Excel Worksheet <input type="checkbox"/> Inserting and Deleting Rows and Columns <input type="checkbox"/> Changing the Width and Height of Cells <input type="checkbox"/> Hiding and Unhiding Excel Rows and Columns <input type="checkbox"/> Deleting an Excel Worksheet <input type="checkbox"/> Renaming an Excel Worksheet <input type="checkbox"/> Moving and Copying and Excel Worksheet <input type="checkbox"/> Working with Font Formatting Commands <input type="checkbox"/> Changing the Background Colour of a Cell <input type="checkbox"/> Adding Borders to Cells <input type="checkbox"/> Formatting Data as Currency Values <input type="checkbox"/> Formatting Percentages <input type="checkbox"/> Using Excel's Format Painter <input type="checkbox"/> Creating Styles to Format Data <input type="checkbox"/> Merging and Centering Cells <input type="checkbox"/> Conditional Formatting using Icon set 	<p>PROJECT 1</p> <p>2 hrs</p>
3.	Creating Pivot Tables & Slicers to Segregate Data& Represent Using Charts.	<ul style="list-style-type: none"> <input type="checkbox"/> Understanding Excel PivotTables <input type="checkbox"/> Creating an Excel PivotTable <input type="checkbox"/> Modifying Excel PivotTable Calculations <input type="checkbox"/> Grouping PivotTable Data <input type="checkbox"/> Formatting PivotTable Data <input type="checkbox"/> Drilling Down into PivotTable Data <input type="checkbox"/> Creating Pivot Charts <input type="checkbox"/> Filtering PivotTable Data <input type="checkbox"/> Filtering with the Slicer Tool <input type="checkbox"/> Creating a Dashboard using the above tool 	<p>PROJECT2</p> <p>2 hrs</p>



B. S. Mulkh

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4.	Other Basic Charts in Excel	<input type="checkbox"/> Creating an Excel Column Chart <input type="checkbox"/> Working with the Excel Chart Ribbon <input type="checkbox"/> Adding and Modifying Data on an Excel Chart <input type="checkbox"/> Formatting an Excel Chart <input type="checkbox"/> Moving a Chart to another Worksheet <input type="checkbox"/> Working with Excel Pie Charts <input type="checkbox"/> Working with Sparklines <input type="checkbox"/> Reading & Interpreting Charts	PROJECT2 1.5 hrs
5	Lookup Functions with Different Kinds of Data	<input type="checkbox"/> If conditions <input type="checkbox"/> Nested if conditions <input type="checkbox"/> Compound if conditions <input type="checkbox"/> Vlookup (approx. Match & exact match) <input type="checkbox"/> Using excel's hlookup() function <input type="checkbox"/> Using excel's index() and match() offset() and choose() functions <input type="checkbox"/> Nested vlookup() <input type="checkbox"/> Vlookup using match() and index()	PROJECT DATA 3 1.5 hrs
6	Introduction to different charts and their uses	<input type="checkbox"/> Gantt Chart <input type="checkbox"/> Histogram Chart <input type="checkbox"/> Trend Forecast Chart in Excel <input type="checkbox"/> Calculating Regression and Other Trends from Chart Data	PROJECT DATA 4,5,6 2 hrs
7	Paste Special Functions and Protection of cells, workbook and worksheets	<input type="checkbox"/> Paste Special Transpose <input type="checkbox"/> Paste Special Values <input type="checkbox"/> Paste Special Formula <input type="checkbox"/> Paste Special Link <input type="checkbox"/> Protection of Cells <input type="checkbox"/> Protection of Workbook and Worksheets	BREATHER SESSION ½ hour
8	Statistical Formulae	<input type="checkbox"/> MEAN <input type="checkbox"/> MODE <input type="checkbox"/> MEDIAN <input type="checkbox"/> STD DEV <input type="checkbox"/> LARGE <input type="checkbox"/> COUNTBLANK <input type="checkbox"/> CHOSSE	DATA 7 1 hr
9	Practical Assignment	REVISION & PROJECT PRATICE	2 hrs



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10	Date function	<input type="checkbox"/> DAYS <input type="checkbox"/> WEEKDAY <input type="checkbox"/> EOMONTH <input type="checkbox"/> EDATE <input type="checkbox"/> WEEKNUM, <input type="checkbox"/> EMONTH, <input type="checkbox"/> YEARFRAC	PROJECTDATA8 ½ hr
11.	Working with Large Sets of Excel Data	<input type="checkbox"/> Using the Freeze Panes Tool <input type="checkbox"/> Grouping Data (Columns and/or Rows) <input type="checkbox"/> Print Options for Large Sets of Data <input type="checkbox"/> Linking Worksheets <input type="checkbox"/> Consolidating Data from Multiple Worksheets	BREATHER SESSION ½ Hr
12.	Working with Excel's Text Based Functions	<input type="checkbox"/> Using Excel's LEFT(), RIGHT() and MID() Functions <input type="checkbox"/> Using Excel's LEN() Function <input type="checkbox"/> Using Excel's SEARCH() Function <input type="checkbox"/> Using Excel's CONCATENATE() Function <input type="checkbox"/> SUBSTITUTE() <input type="checkbox"/> REPLACE()	1Hr
13	Filtering Sorting Conditional Formatting	<input type="checkbox"/> Understanding Excel List Structure <input type="checkbox"/> Sorting a List Using Single Level Sort <input type="checkbox"/> Sorting a List Using Multi-Level Sorts <input type="checkbox"/> Using Custom Sorts in an Excel List <input type="checkbox"/> Filter an Excel List Using the AutoFilter Tool <input type="checkbox"/> Creating Subtotals in a List <input type="checkbox"/> Format a List as a Table <input type="checkbox"/> Using Conditional Formatting to Find Duplicates <input type="checkbox"/> Removing Duplicates	PROJECT DATA9 1hrs
14	Using Excel Power Functions	<input type="checkbox"/> Power Functions <input type="checkbox"/> SUMIF() <input type="checkbox"/> COUNTIF() <input type="checkbox"/> SUMIFS() <input type="checkbox"/> COUNTIFS() <input type="checkbox"/> Excel Function: DSUM() <input type="checkbox"/> Excel Function: DVERAGE() <input type="checkbox"/> Excel Function: DCOUNT() <input type="checkbox"/> Excel Function: SUBTOTAL(PROJECT DATA10 1.5hr
15	POWER PIVOTS	<input type="checkbox"/> Why Power Pivot? <input type="checkbox"/> Activating the Excel Power Pivot Add-in <input type="checkbox"/> Creating Data Models with Power Pivot <input type="checkbox"/> Creating PivotTables based on Data Models	 1.5hrs 



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16.	ERRORS & USING Themto our Advantage	<input type="checkbox"/> ERRORS in EXCEL <input type="checkbox"/> ISERROR() <input type="checkbox"/> ISTEXT() <input type="checkbox"/> ISNUMBER() <input type="checkbox"/> IFERROR() Many More	1hr
17.	Goal Seek & Scenario Manager	<input type="checkbox"/> Working with Excel's Goal Seek Tool <input type="checkbox"/> Working with Excel's Solver Tool <input type="checkbox"/> Building Effective Data Tables in Excel <input type="checkbox"/> Creating Scenarios in Excel	1 hrs
18.		<input type="checkbox"/> REVISION	BREATHER SESSION 2.5 hr
19.	VBA & MACROS	<input type="checkbox"/> Understanding Excel Macros <input type="checkbox"/> Activating the Developer Tab in Excel <input type="checkbox"/> Creating a Macro with the Macro Recorder <input type="checkbox"/> Editing a Macro with VBA <input type="checkbox"/> Creating Buttons to Run Macros	2 hrs
20.	VBA & ONLINE SCRIPTS	<input type="checkbox"/> Introduction to VBA <input type="checkbox"/> Adding several Online available VBA scripts To excel Work Book <input type="checkbox"/> Adding Several ADDINS and Extensions to EXCEL Workbook	3 hrs



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UNITS	HRS
	30+
UNIT1	2
UNIT2	2
UNIT3	2
UNIT4	1 1/2
UNIT5	1 1/2
UNIT6	2
UNIT7	1/2
UNIT8	1
REVISION	2
UNIT10	1/2
UNIT11	1/2
UNIT12	1
UNIT13	1
UNIT14	1 1/2
UNIT15	1 1/2
UNIT16	1
UNIT17	1
REVISION	2 1/2
UNIT19	2
UNIT20	3

Pedagogy

1. Practical Implementation
2. Database Study

Certification

1. **Certificate of Appreciation** will be provided by the institute Recognized under NCCA/ MKCL for students who have fulfilled the Assessment parameter on project submission.
2. The College name will be Mentioned in the Certificate.
(Certificate is Valid All Across India)

Note: Throughout the course, emphasis will be placed on practical application and hands-on projects to reinforce learning. Participants will have access to resources and support materials for continued learning beyond the course duration.



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Key Learning of the Course

Basic and Intermediate Excel Skills In the initial days of the course, students will delve into the basics of Excel, including data entry, formatting, basic formulas, and functions. They will learn how to organize and analyze data using PivotTables, perform data visualization with charts, and explore fundamental statistical functions. The projects during these days, such as the Student Database Management System and Product Database Creation, will help students grasp essential Excel functionalities while also applying them to real-world scenarios commonly encountered in business management.

Advanced Excel Techniques and Data Analysis As the course progresses, students will advance to more sophisticated Excel techniques. They will learn advanced PivotTable features, data cleaning and transformation techniques, and how to perform advanced data analysis using functions and tools like What-if Analysis and Power Query. Projects during these days, such as the Sales Analysis Project with Forecasting and creating Interactive Dashboards, will provide students with practical experience in analyzing business data, identifying trends, and making informed decisions based on their findings.

Introduction to VBA & Macros In the final session, students will be introduced to Visual Basic for Applications (VBA) and Macros. They will learn how to automate repetitive tasks and streamline processes using VBA programming. By understanding the basics of VBA, students will gain valuable skills to enhance their efficiency and productivity in various business scenarios. The project on this day, focused on Automating Repetitive Tasks with VBA Macros, will allow students to apply their newly acquired programming skills to solve real-world business challenges.



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