

Excel Course

Course Essentials:

Course Title: Mastering Microsoft Excel

Short Description:

This course provides a comprehensive introduction to Microsoft Excel, equipping learners with the practical skills to organize data, perform calculations, and create professional spreadsheets. From basic formatting to advanced functions, learners will gain the confidence to use Excel effectively in real-life scenarios.

By the end of this course, learners will be able to:

1. Navigate and use the Excel interface with confidence.
2. Format and style spreadsheets for clarity and visual appeal.
3. Create and edit tables, charts, and data visualizations.
4. Use formulas and functions like AutoSum, IF, AND, OR, and Concatenate.
5. Apply conditional formatting and data validation to ensure accuracy.
6. Manage data effectively using sorting, filtering, and referencing techniques.
7. Understand the difference between absolute and relative references.
8. Build professional and organized spreadsheets for personal or professional use.

Curriculum Outline:

Module 1: Getting Started with Excel

- Lesson 1 – Introduction to Excel
- Lesson 2 – Home Tab Overview
- Lesson 3 – Excel Cell Styles and Formatting

Module 2: Data Management and Editing

- Lesson 4 – Conditional Formatting
- Lesson 5 – Cells and Editing Techniques
- Lesson 6 – Creating and Formatting Tables

Module 3: Visualizing Data

- Lesson 7 – Inserting Illustrations
- Lesson 8 – Creating Charts
- Lesson 9 – Inserting Sparklines

Module 4: Page Layout and Data Handling

- Lesson 10 – Page Layout Customization
- Lesson 11 – Working with Data (Part 1)
- Lesson 12 – Working with Data (Part 2)

Module 5: Essential Excel Functions

- Lesson 13 – Review and View Options
- Lesson 14 – AutoSum Formulas
- Lesson 15 – Counting Data Types
- Lesson 16 – Using the IF Statement

Module 6: Advanced Data Tools

- Lesson 17 – Data Validation (Part 1)
- Lesson 18 – Data Validation (Part 2)
- Lesson 19 – Absolute vs. Relative Cell References
- Lesson 20 – Logical Functions: IF, AND, OR

Module 7: Productivity and Text Functions

- Lesson 21 – Using Hyperlinks in Excel
- Lesson 2201p – Joining Text with CONCATENATE