



## TWO DAY HANDS ON TRAINING IN MICROSOFT EXCEL

(11 & 12 January 2018)

### CHAPTER 1 – GETTING ACQUAINTED WITH EXCEL

- About Excel
- The excel environment
- The title bar
- The ribbon
- Scroll bars
- The Microsoft office button
- The quick access toolbar
- The formula bar
- The workbook window
- The status bar
- The workbook view buttons
- The zoom slider
- The mini toolbar
- Keyboard shortcuts

### CHAPTER 2 – CREATING BASIC WORKBOOKS

- Creating new workbooks
- Saving workbooks
- Closing workbooks
- Opening workbooks
- Selecting cells
- Entering text into cells
- Entering numbers into cells
- Auto complete
- Pick from drop down list
- Using the “Window” command group
- Switching to full screen view
- Renaming workbooks
- Working with excel file formats

### CHAPTER 3 – USING RANGES

- Selecting ranges
- Ranged data entry
- Using Auto fill

### CHAPTER 4 – CREATING FORMULAS

- Ranged formula syntax
- Simple formula syntax
- Writing formulas
- Using auto sum
- Inserting functions
- Editing a range
- Formula autocorrect
- Auto calculate

### CHAPTER 5 – COPYING AND PASTING FORMULAS

- Relative reference and absolute references
- Cutting, Copying & Pasting data
- Auto filling cells
- The undo button
- The redo button

### CHAPTER 6 – COLUMNS & ROWS

- Selecting columns and row
- Adjusting column width and height
- Hiding and un hiding columns & rows
- Inserting and deleting columns & rows

### CHAPTER 7 – FORMATTING WORKSHEETS

- Formatting cells
- The format cells dialogue box
- Clearing all formatting from cells
- Copying all formatting from cells to another area

### CHAPTER 8 – WORKSHEET TOOLS

- Moving between worksheets
- Selecting multiple worksheets
- Inserting and deleting worksheets
- Renaming worksheets
- Coloring worksheets tabs
- Copying or moving worksheets

### CHAPTER 9 – SETTING WORKSHEET LAYOUT

- Using page break preview
- Using the page layout view
- The page setup dialogue box

### CHAPTER 10 – PRINTING

- Using print preview
- Printing worksheets

### CHAPTER 11 – PASTE SPECIAL

- Using paste special
- Pasting linked formulas

### CHAPTER 12 – HELP

- Using excel help



## CHAPTER 13 – SHARING WORKBOOKS

- Sharing workbooks
- Highlighting changes
- Reviewing changes
- Using commands
- Compare and merge workbooks

## CHAPTER 14 – CREATING WORKSHEET CHARTS

- Creating charts
- Selecting charts and chart elements
- Moving and resizing charts
- Changing the chart type
- Changing the Data range
- Switching column and row data
- Choosing a chart layout
- Choosing a chart style
- Printing charts
- Deleting charts

## CHAPTER 15 – EDITING AND FORMATTING CHARTS

- Formatting chart objects
- Inserting objects into a chart
- Changing chart labels
- Changing axes display
- Changing the chart background
- Applying chart analysis lines
- Naming charts
- Applying shape styles to chart elements
- Applying word art styles to chart elements
- Saving custom chart templates

## CHAPTER 16 – PIVOT TABLES

- Creating pivot tables and pivot charts
- Manipulating a pivot table
- Changing calculated value fields
- Applying pivot table styles
- Creating a pivot chart
- Setting pivot table options
- Sorting and filtering pivot table data

## CHAPTER 17 – TABLES

- Creating a table
- Adding and editing records
- Inserting records and fields
- Deleting records and fields

## CHAPTER 18 – SORTING DATA

- Sorting data
- Custom sort orders

## CHAPTER 19 – FILTERING DATA

- Using auto filters
- Using the top 10 auto filter
- Applying a custom auto filter
- Creating advanced filters
- Applying multiple criteria
- Using complex criteria
- Copying filtering results to a new location
- Using database functions

## CHAPTER 20 – USING WHAT-IF ANALYSIS

- Using data tables
- Using scenario manager
- Using goal seek

## CHAPTER 21 – TABLE RELATED FUNCTIONS

- The H lookup and V lookup functions
- Using IF, AND and OR functions

## CHAPTER 22 – AUDITING WORKSHEETS

- Auditing worksheets
- Tracing precedent and dependent cells
- Tracing errors
- Error checking
- Using the watch window
- Cell validation

## CHAPTER 23 – SECURITY FEATURES

- Unlocking cells
- Worksheet protection
- Workbook protection
- Password protecting excel files

### Resource persons:

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