

Excel-Experts

About Course

Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

Duration:

- Regular Class Room Training: 15 Hours
- Fast Track Batches: available

Pre-Requisites

- Understanding of fundamental computer concepts.
- Knowledge of MS-Office is added advantage

Target Audience

- Anyone who wants to develop VBA Macro Applications.
- Any student having computers in their curriculum

Training Mode

- Online Training
- Classroom Training
- Weekend Training
- One-One Training

Course Contents

- The Basics
 - Getting Started
 - Signing In
 - Creating a New Workbook
 - Parts of a Workbook
 - Saving a Workbook
 - Opening a Workbook
- Your First Workbook
 - Selecting Data
 - Entering and Deleting Data
 - Using Undo and Redo
 - Using Cut, Copy, and Paste
- Working with Data

- Inserting Rows and Columns
- Merging and Splitting Cells
- Moving Cells
- Using Paste Special
- Using Find and Replace
- Hiding and Unhiding Cells
- Using Basic Excel Tools
 - Understanding Cell References and Formulas
 - Using Basic Formulas
 - Using Basic Functions
 - Using Advanced Functions
 - Using Spell Check
 - Using Sort and Filter
- Using Timesaving Tools
 - Using AutoFill
 - Using Flash Fill
 - Using AutoSum
 - Using AutoComplete
 - Using AutoCalculate
- Formatting Text
 - Changing the Font Face, Size, and Color
 - Applying Text Effects
 - Applying Borders and Fill
 - Using the Font Tab of the Format Cells Dialog
 - Clearing Formatting
- Formatting Data
 - Wrapping Text
 - Changing the Size of Rows and Columns
 - Adjusting Cell Alignment
 - Changing Text Direction
 - Changing Number Format

- Formatting the Workbook
 - Using Cell Styles
 - Formatting Data as a Table
 - Changing the Theme
 - Inserting Page Breaks
 - Adding a Background
- Inserting Art and Objects
 - Inserting SmartArt
 - Inserting Text Boxes
 - Inserting Pictures
 - Inserting Equations
 - Drawing Shapes
- Charting Data
 - Creating Sparklines
 - Inserting Charts
 - Inserting PivotTables
 - Inserting PivotCharts
 - Using Slicers
 - Creating Timelines
- Viewing, Printing, and Sharing Your Workbook
 - Using Views
 - Saving a Workbook as PDF or XPS
 - Printing a Workbook
 - E-Mailing a Workbook
 - Sharing Your Workbook on OneDrive
- Customizing the Interface
 - Changing Ribbon Display Options
 - Customizing the Quick Access Toolbar
 - Hiding and Showing Ribbon Tabs
 - Creating Custom Ribbon Tabs
 - Resetting Interface Changes

- Using Macros
 - Recording a Macro
 - Writing a Macro using the Visual Basic Editor
 - Editing a Macro
 - Running a Macro

Training Methodology

- Daily 1 hour class room training followed by 1 hour lab session.
- Module wise tests at end of each module
- Modulewise assignments
- Theory lab work records
- Final test at end of course

Relevant Courses

- C++
- Java
- Python
- Angular-JS

Assignments

- Excel Macro Assignment