

Outline

Basics of MS Excel



This training is for novice users of MS Excel who wishes to learn the fundamentals of the tool. It aims to prepare participants for advanced discussion in MS Excel.

- **Part 1. Essential Excel Functions**
 - Basic Arithmetic Formulas: SUM, AVERAGE, etc.
 - Text Functions: LEFT, RIGHT, CONCATENATE, etc.
 - Math Functions: SUM, COUNTIF, SUMIF, RANK, etc.
 - Basic Logical Functions: IF
 - Basic Lookup Functions: VLOOKUP
 - Combining Functions (Basic)
 - Essential Excel Shortcut Keys

- **Part 2. Data Management**
 - Separate Texts Text- to- Columns
 - Applying Conditional Formatting
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 - Data Bars, Color Scales, and Icon Sets
 - Processing Raw Data using Subtotal Tool
 - Creating Data Validation
 - Creating Basic Dropdown Lists
 - Other Data Validation Options

- **Part 3. Creating Basic Charts**
 - Review of Basic Chart Elements
 - Gridlines
 - Axes
 - Data Tables
 - Data Labels
 - Legends

- **Part 4. Introduction to PivotTables**
 - Creating PivotTables to Analyze Data
 - Modifying Value Field Settings
 - Grouping Data
 - Using Slicers to Interact with PivotTable Data

Free Customization of Topics

8 hrs total training time