Course Content

For

Certificate Course in Advanced Excel

Total Duration required: 30 Hours

Course Structure

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros

References:

- Alberto Ferrari, Analyzing Data with Power BI and Power Pivot for Excel (Business Skills).
- L.Winston Wayne, Microsoft Excel 2019: Data Analysis and Business Model
- Michael Alexander, Microsoft Excel 2019 Bible
- Alexander Cane, Excel 2019: 3 in 1: Beginner's Guide + Formulas and Functions + Advanced Methods to Learn Excel

Evaluation Pattern: On the basis of practical exam followed by viva voce