

LEVEL 1- Basic Excel

Total Hrs: 10

Sr.No	Chapter Name
1	Excel Interface <ul style="list-style-type: none">• Introduction• Start Excel Application• Interface<ul style="list-style-type: none">○ Quick Access Toolbar○ Tabs○ Ribbon○ Name Box○ Formula Bar○ Cell○ Row & Column• Workbook• Worksheet• Ribbon Activities
2	Data Entry & Editing & Deleting <ul style="list-style-type: none">• Enter Data• Select cell & Range• Cursor movements (moving & highlighting)
3	Activities Row & Columns (Multiple ways) <ul style="list-style-type: none">• Insert Row or Rows• Insert Column or Columns• Delete Row or Rows• Delete Column or Columns• Format Row & Column• Highlight Row or Rows• Highlight Column or Columns
4	Activities – Worksheet <ul style="list-style-type: none">• Insert/ Delete Sheet• Rename Sheet• Tab Color• Move or Copy Sheet
5	Operators & Formulas <ul style="list-style-type: none">• Arithmetic Operators• Comparison Operators• Range Operator• Concatenation Operator
6	Cell References <ul style="list-style-type: none">• Relative References• Absolute Reference• Mixed References
7	Functions <ul style="list-style-type: none">• Mathematical Functions• Date & Time Functions• Text Functions• Statistical Functions
8	Activity: Sample Report

9	Home Tab: Clipboard Group <ul style="list-style-type: none"> • Copying & Pasting • Cutting & Pasting • Format Painter • Clipboard
10	Home Tab: Font Group (Formatting Options) <ul style="list-style-type: none"> • Font, Font Size • Bold, Italic & Underline • Borders, Fill Color • Font Color, Strikethrough,
11	Home Tab: Alignment (Formatting Options) <ul style="list-style-type: none"> • Alignment & Indentation • Wrap Text • Merge & Centre
12	Home Tab: Number Group (Number Formatting Options) <ul style="list-style-type: none"> • Number, Currency, Percentage • Comma Style, Date & Time
13	Layout Tab – Page Setup Group (Customize Worksheet) <ul style="list-style-type: none"> • Margins • Orientations • Paper Size, Print Area • Headers & Footers • Print Titles & Print Options
14	Sheet view <ul style="list-style-type: none"> • Normal • Page view • Page Break preview
15	File Tab – Print Option (To Print Worksheet) <ul style="list-style-type: none"> • Copies • Settings • Printer • Page setup & page Preview
16	Comment, Hyper link
17	Freeze Panes, Split
18	Switch Window
19	Customize Ribbon
20	Add commands to Quick Access Toolbar
LEVEL 2 – Advanced Features	
Total Hrs:20	
1	Range Name
2	3 D cell reference
3	Sort & Filter, Advanced
4	Database Function
5	Sub Total
6	Flash Fill
7	Array Formula

8	Data Validation
9	Trace Cells
10	Lookup & Reference function (HLookup, Vlookup, XLookups, Index, Match.
11	Logical Functions (IF(), Sumif(), Countif(), Averageif(), Countifs(), Sumifs(), Averageifs(), Iferror())
12	Text to Column
13	Chart
14	Financial Function
14	What-If-Analysis (Goal Seek, Scenario Manager, Data Table, Solver)
15	Consolidating Data
16	Export & Import Data
17	Table
18	Watch Window
19	Assignment
20	Conditional Formatting
21	Pivot Table & Pivot Chart