

## Excel and Advance Excel Syllabus

### Navigate the Excel User Interface

- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

### Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas and Functions

### Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

### Formatting a Worksheet

- Apply Text Formats
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

### Printing Workbooks

- Preview and Print a Workbook
- Set Up the Page Layout
- Configure Headers and Footers

### Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

### Working with Functions

- Work with Ranges
- Use Specialized Functions
- Work with Logical Functions
- Work with Date and Time Functions

- Work with Text Functions

## Working with Lists

- Sort Data
- Filter Data
- Query Data with Database Functions
- Outline and Subtotal Data

## Analyzing Data

- Create and Modify Tables
- Apply Intermediate Conditional Formatting
- Apply Advanced Conditional Formatting

## Visualizing Data with Charts

- Create Charts
- Modify and Format Charts
- Use Advanced Chart Features

## Analyzing Data with PivotTables and Pivot Charts

- Create a PivotTable
- Analyze PivotTable Data
- Present Data with Pivot Charts
- Filter Data by Using Timelines and Slicers

## Working with Multiple Worksheets and Workbooks

- Use Links and External References
- Use 3-D References
- Consolidate Data

## Using Lookup Formulas and Formula Auditing

- Use Lookup Functions
- Trace Cells
- Watch and Evaluate Formulas

## Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

## Automating Workbook Functionality

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors

- Work with Macros

## Creating Sparklines and Mapping Data

- Create Sparklines
- Map Data

## Forecasting Data

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecasting Data Trends

## Project