



## PROFESSIONAL MS EXCEL

SESSION	TOPICS
Class 1	Excel Interface, Tools Introduction
Class 2	Serial / Number / Date / Currency Formatting, Paste Special, Format Painter, Filter, Sort, Custom Sorting
Class 3	Sum, Autosum, Average, Max, Min, Count, CountA, CountIF, CountBlank
Class 4	Text Case Formatting, Text to Columns, Remove Duplicates, Find, Replace, Go To Special, Trim, Concatenate
Class 5	Data Validation, Restriction, Name Range, Indirect
Class 6	Conditional Formatting, Dynamic Table, Cell Style, Camera
Class 7	Absolute Reference
Class 8	Group, Ungroup, Hide, Unhide, Edate, Few other Tools
Class 9	Header & Footer, Forecast, Sparklines
Class 10	Sheet Protection, Workbook Protection, Custom Protection
Class 11	Custom Ribbon, Custom Quick Toolbar, Print Layout
Class 12	Smart Chart, Shapes
Class 13	IF, IF OR, IF And, IF Error Formula
Class 14	Vlookup
Class 15	Pivot Table, Pivot Chart, Slicer
Class 16	Final Exam

