

# Professional MS Excel Curriculum

<b>Class 1</b>	<ul style="list-style-type: none"><li>• Introduction to Excel and Spreadsheet</li><li>• Basics Overview of Excel interface and navigation</li><li>• Entering and editing data Basic formatting techniques</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 2</b>	<ul style="list-style-type: none"><li>• Formulas and Functions</li><li>• Basic mathematical operations</li><li>• Commonly used functions (SUM, AVERAGE, MAX, MIN, COUNT)</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 3</b>	<ul style="list-style-type: none"><li>• Sorting and Filtering</li><li>• Sorting data</li><li>• Filtering data</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 4</b>	<ul style="list-style-type: none"><li>• Data Manipulation and Formatting</li><li>• Advanced paste special techniques</li><li>• Len/Left/Right/Mid Functions</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 5</b>	<ul style="list-style-type: none"><li>• Advanced Functions</li><li>• If functions</li><li>• Date functions (TODAY, EOMONTH, NETWORKDAYS)</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 6</b>	<ul style="list-style-type: none"><li>• Advanced Functions and Formatting</li><li>• Text functions (FIND, SEARCH, SUBSTITUTE)</li><li>• Proper/Upper/Lower/Round functions</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 7</b>	<ul style="list-style-type: none"><li>• Error Handling and Data Validation</li><li>• Error handling functions</li><li>• Information functions (ISNUMBER, ISBLANK, ISTEXT)</li><li>• Data validation</li><li>• Hands-on practice and Q&amp;A session</li></ul>

# Professional MS Excel Curriculum

<b>Class 8</b>	<ul style="list-style-type: none"><li>• Advanced Formatting and Protection</li><li>• Joining Text</li><li>• Evaluate Formula</li><li>• Conditional formatting</li><li>• Protecting worksheets and workbooks</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 9</b>	<ul style="list-style-type: none"><li>• Charts and Graphs</li><li>• Creating and formatting charts</li><li>• Customizing chart elements</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 10</b>	<ul style="list-style-type: none"><li>• PivotTables</li><li>• Creating Pivot Tables</li><li>• Modifying and updating PivotTables</li><li>• Applying filters and slicers</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 11</b>	<ul style="list-style-type: none"><li>• Advanced Formulas and Functions</li><li>• Sumifs function</li><li>• Sumproduct function</li><li>• Countifs function</li><li>• Lookup functions</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 12</b>	<ul style="list-style-type: none"><li>• Index/Match Function</li><li>• If functions (advanced)</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 13</b>	<ul style="list-style-type: none"><li>• Date and Text Functions</li><li>• Date functions (advanced)</li><li>• Len/Left/Right/Mid functions (advanced)</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 14</b>	<ul style="list-style-type: none"><li>• Conditional Logic and Advanced Functions</li><li>• And/or functions</li><li>• Proper/Upper/Lower/Round functions (advanced)</li><li>• Hands-on practice and Q&amp;A session</li></ul>

# Professional MS Excel Curriculum

<b>Class 15</b>	<ul style="list-style-type: none"><li>• Macros and Advanced Techniques</li><li>• Recording and running macros</li><li>• Assigning macros to buttons and objects</li><li>• Modifying and debugging macros</li><li>• Hands-on practice and Q&amp;A session</li></ul>
<b>Class 16</b>	<ul style="list-style-type: none"><li>• Advanced-Data Analysis and Case Study</li><li>• Subtotal, Aggregate Functions</li><li>• Pivot table (advanced)</li><li>• Group exercise and real-life case study</li><li>• Hands-on practice and Q&amp;A session</li></ul>

Please note that the duration of each class is 2 hours, with one hour allocated for hands-on practice, exercises, and Q&A sessions, and the other hour for covering the topics. Feel free to review the curriculum document and provide any feedback or suggestions you may have. I am open to making any necessary adjustments to ensure that the training program aligns with your company's specific objectives and requirements.

