

PROFESSIONAL MS EXCEL

| SESSION | TOPICS | CLASS HOURS |
|----------|---|-------------|
| Class 1 | Excel Interface, Tools Introduction | 1.30 |
| | Serial / Number / Date / Currency Formatting, Paste Special, Format Painter, Filter, Sort, Custom Sorting | |
| Class 2 | Sum, Autosum, Minus, Multiply, Divide, Average, Max, Min, Count, CountA, CountIF, CountBlank | 1.30 |
| Class 3 | Text Case Formatting, Text to Columns, Remove Duplicates, Find, Replace, Go To Special, Trim, Text Merge | 1.30 |
| Class 4 | Data Validation, Restriction, Name Range, Indirect Function | 1.30 |
| | Conditional Formatting, Dynamic Table, Cell Style, Camera | |
| Class 5 | Absolute Reference | 1.30 |
| | Group, Ungroup, Hide, Unhide, Edate, Few other Tools | 1.30 |
| Class 6 | Header & Footer | 1.30 |
| | Sheet Protection, Workbook Protection, Custom Protection | 1.30 |
| Class 7 | Custom Ribbon, Custom Quick Toolbar, Print Layout | 1.30 |
| | Smart Chart, Shapes | 1.30 |
| Class 8 | IF, IF OR, IF And, IF Error Formula | 1.30 |
| Class 9 | Vlookup, Pivot Table | 1.30 |
| Class 10 | Pivot Chart, Slicer, Dashboard Design | 1.30 |
| Class 11 | A Complete Project with Designed Topics | 1.30 |
| Class 12 | Problem Solving Session | 1.30 |