MS EXCEL

PROFESSIONAL COURSE

(Syllabus)

Course Outline

1. Part 1- Interface Introduction
   Part 2- Interface Introduction
2. Rows and Columns
3. Numbering and Borders
4. Basic formulas
5. Numbering formatting and cells
6. Data entry in Excel
7. Formula application in Data Entry
8. Conditional formatting
9. Excel sheet converts into table and cell formatting
10. If function
11. Print of Excel sheet
12. Editing in Excel sheet
13. Graph and Chart plotting
14. Hide and Un hide and Group and un group of data
15. Watermark applied in excel sheet
16. Equation and Symbols insert and uses in excel sheet
17. Page layout in excel sheet
18. Shape insert in excel sheet
19. Password protection in excel sheet and format painter used in excel
20. Smart Art used in Excel sheet
21. How to add hyperlink in excel sheet and Unit conversion
22. How to apply and calculate mensuration formulas in excel sheet
23. How to calculate quantity of materials
24. How to estimate of quantity and cost of single room plan
25. How to estimate of quantity and cost of two room plan
26. Shortcut commands of Excel