



# Excel

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## About Microsoft Excel

Microsoft Excel is a powerful spreadsheet application developed by Microsoft, widely used for organizing, analyzing, and visualizing data. It allows users to enter data into cells arranged in rows and columns, and perform calculations using formulas and functions. Excel is commonly used in finance, accounting, data analysis, budgeting, and project management. It includes features like charts, pivot tables, conditional formatting, and data validation, which help users interpret and present data effectively. Excel also supports automation through macros and integration with other Microsoft Office tools. Whether for personal use or professional tasks, Excel is an essential tool for managing and analyzing data efficiently.



## Day 1: Introduction to Microsoft Excel

Session	Title	Subtitle	Time
1	What is Excel?	Introduction to spreadsheets and their uses	20 minutes
2	Excel Interface Overview	Ribbon, workbook, worksheets, cells	20 minutes
3	Basic Navigation	Rows, columns, selecting cells	20 minutes

## Day 2: Working with Data

Session	Title	Subtitle	Time
1	Entering Data	Input text, numbers, dates	20 minutes
2	Editing Data	Cut, copy, paste, undo, redo	20 minutes
3	AutoFill & Flash Fill	Quick data entry techniques	20 minutes

## Day 3: Formatting Cells

Session	Title	Subtitle	Time
1	Font and Alignment	Change font, size, bold, alignment	20 minutes
2	Cell Styles and Themes	Apply styles, themes, and borders	20 minutes
3	Number Formatting	Currency, percentages, dates	20 minutes



### Day 4: Rows, Columns, and Sheets

Session	Title	Subtitle	Time
1	Managing Rows & Columns	Insert, delete, resize	20 minutes
2	Worksheet Operations	Add, rename, move, delete sheets	20 minutes
3	Freeze Panes & Hide	Freeze headers, hide rows/columns	20 minutes

### Day 5: Basic Formulas

Session	Title	Subtitle	Time
1	Introduction to Formulas	Use = sign, basic structure	20 minutes
2	Arithmetic Operations	Add, subtract, multiply, divide	20 minutes
3	Cell Referencing	Relative, absolute, mixed references	20 minutes

### Day 6: Common Functions

Session	Title	Subtitle	Time
1	SUM, AVERAGE	Basic mathematical functions	20 minutes
2	MIN, MAX	Find highest/lowest values	20 minutes
3	COUNT, COUNTA	Count cells with data	20 minutes



## Day 7: Logical Functions

Session	Title	Subtitle	Time
1	IF Function Basics	Build simple IF statements	20 minutes
2	Nested IF	Use multiple IF conditions	20 minutes
3	AND, OR Functions	Combine logical tests	20 minutes

## Day 8: Working with Tables

Session	Title	Subtitle	Time
1	Creating Tables	Convert data to table	20 minutes
2	Table Features	Sorting, filtering, total row	20 minutes
3	Table Design Tools	Table styles, remove duplicates	20 minutes

## Day 9: Sorting and Filtering

Session	Title	Subtitle	Time
1	Sort Data	Sort alphabetically or by number	20 minutes
2	Filter Data	Apply basic and custom filters	20 minutes
3	Advanced Filters	Use conditions and multiple filters	20 minutes



## Day 10: Charts and Graphs

Session	Title	Subtitle	Time
1	Inserting Charts	Create column, line, and pie charts	20 minutes
2	Chart Tools	Change layout, design, titles	20 minutes
3	Customizing Charts	Format elements and apply styles	20 minutes

## Day 11: Data Validation

Session	Title	Subtitle	Time
1	Data Entry Rules	Limit input with data validation	20 minutes
2	Drop-down Lists	Create and manage dropdown menus	20 minutes
3	Error Messages	Show input messages and errors	20 minutes

## Day 12: Conditional Formatting

Session	Title	Subtitle	Time
1	Highlighting Rules	Color cells based on value	20 minutes
2	Data Bars, Icons	Visual indicators of performance	20 minutes
3	Managing Rules	Edit, remove, and prioritize rules	20 minutes



## Day 13: Printing and Page Setup

Session	Title	Subtitle	Time
1	Page Layout View	Headers, footers, margins	20 minutes
2	Print Area and Scaling	Set print area, fit sheet to page	20 minutes
3	Print Preview & Export	Print preview and save as PDF	20 minutes



## Day 14: Final Project and Practice

Session	Title	Subtitle	Time
1	Apply Formatting	Create a professional worksheet	20 minutes
2	Use Formulas and Charts	Summarize data with formulas and charts	20 minutes
3	Practice Data Management	Sort, filter, validate data	20 minutes

## Day 15: Review and Assessment

Session	Title	Subtitle	Time
1	Knowledge Recap	Review key topics from all lessons	20 minutes
2	Q&A and Clarifications	Ask questions, solve common doubts	20 minutes
3	Quiz/Assessment	Mini test to evaluate learning	20 minutes





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