



# Microsoft Excel Training Curriculum



# Beginner

# **1. Getting started with excel**

1.1 Introduction to the Excel Interface

1.2 Customizing the Excel Quick Access  
Toolbar

1.3 Opening , saving and naming excel  
document

1.4 Understanding the structure of an Excel  
Workbook

1.5 Common excel shortcut keys

# **2. Entering and editing text and formulas**

2.1 Working with numeric data in excel

2.2 Entering date values in excel

2.3 Working with cell references

2.4 Creating basic formulas in excel

2.5 Relative versus absolute cell references

2.6 Working with basic aggregate functions  
(SUM, MIN, MAX, AVERAGE, COUNT)

2.7 Using the autofill command to copy  
formulas

# **3. Data Fomattting**

3.1 Working with font formatting commands

3.2 Changing cell colors and adding borders

3.3 Formatting data as currency, percentages,  
numbers

3.4 Using excel format painter

3.5 Creating styles to format data

3.6 Merging and centering cells

3.7 Using basic conditional formatting

## **4. Managing excel worksheets**

4.1 Moving and copying data in an excel worksheet

4.2 Inserting and deleting rows and columns

4.3 Changing the width and height of cells

4.4 Hiding and unhiding excel rows and columns

4.5 Renaming an excel worksheet

4.6 Deleting an excel worksheet

4.7 Moving and copying an excel worksheet

## **5. Introduction to tables**

5.1 Inserting tables in excel

5.2 Sorting tables in excel

5.3 Filtering tables in excel

## **6. Creating basic charts and inserting shapes in excel**

6.1 Creating basic excel charts (e.g. bar chart, column chart, pie charts)

6.2 Working with the excel chart ribbon

6.3 Adding and modifying data on an excel chart

6.4 Formatting an excel chart

6.5 Moving a chart to another worksheet



# Intermediate

## **1. Working with Lists**

1.1 Sort Data (Single, Multi-level and Custom sort)

1.2 Filter Data

1.3 Creating Subtotals in a List

1.4 Query Data with Database Functions

1.5 Apply Intermediate Conditional Formatting

1.6 Removing Duplicates

1.7 Creating a Validation List

1.8 Adding a Custom Validation Error

## **2. Working with Functions and Conditional Statements**

2.1 Work with Ranges

2.2 Work with Logical Functions (IF, IFs, CountIF, AverageIF, etc)

2.3 Work with Date and Time Functions

2.4 Work with Text Functions

## **3. Analysing data with Pivot tables and Pivot charts**

3.1 Create a Pivot table

3.2 Modify pivot table calculations

3.3 Group, format and filter Pivot table data

3.4 Analyse Pivot table data

3.5 Present Data with Pivot Charts

3.6 Filter Data by Using Timelines and Slicers

## **4. Importing and exporting data**

4.1 Importing data from text files

4.2 Exporting data to a text file

## **5. Working with Large sets of excel data**

5.1 Using the Freeze Panes Tool

5.2 Grouping Data (Columns and/or Rows)

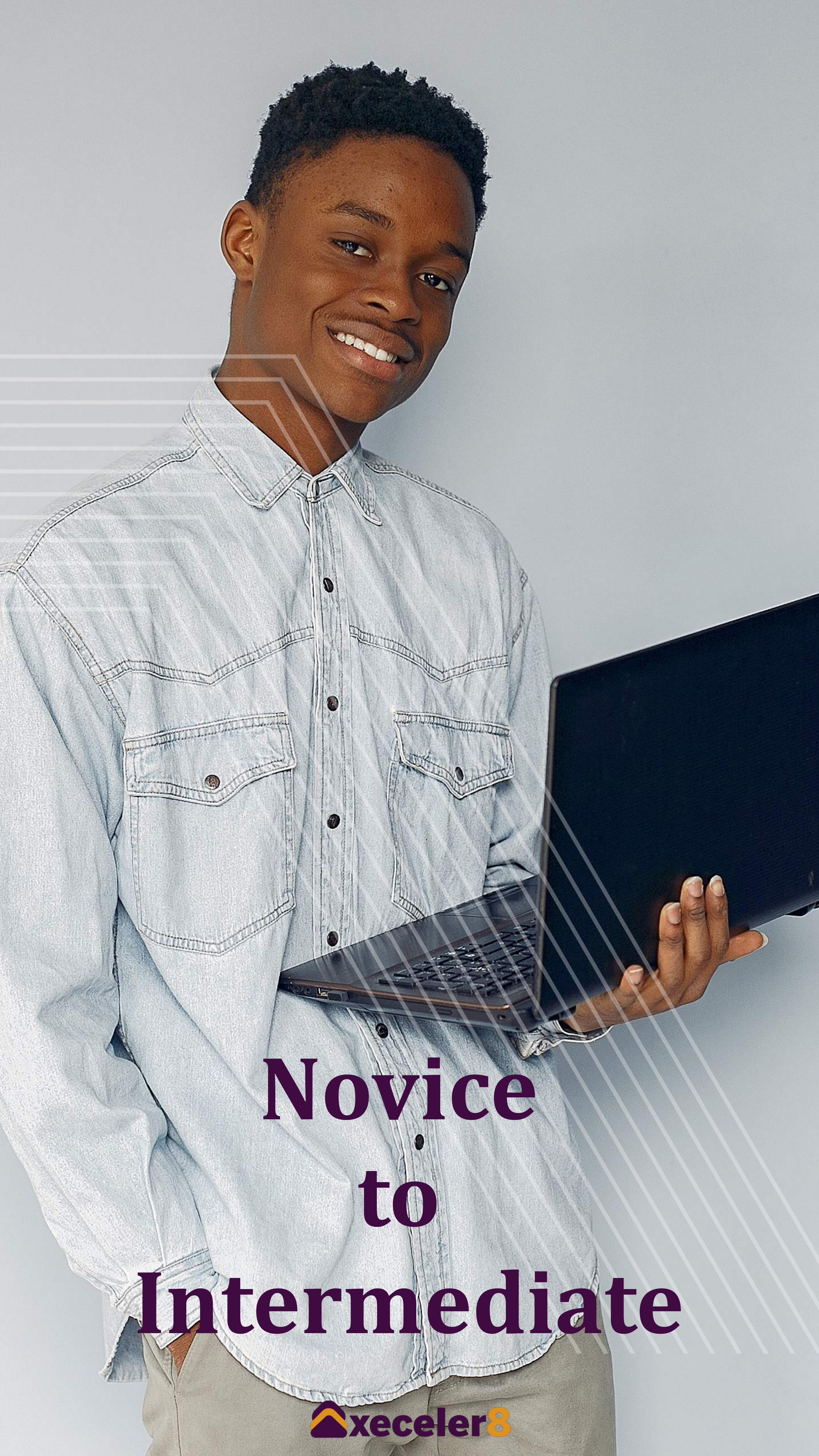
5.3 Linking Worksheets (3D Formulas)

5.4 Consolidating Data from Multiple Worksheets

## **6. Using Lookup functions (Microsoft 365 account is preferred)**

6.1 How to use Xlookup (New function that replaces Vlookup, HLookup and Index and Match)

6.2 Using the new dynamic arrays functions in analyzing data



# Novice to Intermediate



# **1. Getting started with excel**

1.1 Introduction to the Excel Interface

1.2 Customizing the Excel Quick Access Toolbar

1.3 Opening , saving and naming excel document

1.4 Understanding the structure of an Excel Workbook

1.5 Common excel shortcut keys

1.6 Managing borders on excel

1.7 Understanding the excel ribbons and their functionality

# **2. Working with Strings and Numbers**

2.1 Working with numeric data in excel

2.2 Entering date values in excel

2.3 Working with cell references

2.4 Creating basic formulas in excel

2.5 Relative versus absolute cell references

2.6 Working with basic aggregate functions (SUM, MIN, MAX, AVERAGE, COUNT)

2.7 Using the autofill command to copy formulas

2.8 Working with random numbers by using the RAND functions (RANDBETWEEN, RANDARRAY, etc)

2.9 Using text functions (PROPER, UPPER, LOWER, MID, etc)

## **3. Working with Lists**

3.1 Sort Data (Single, Multi-level and Custom sort)

3.2 Filter Data

3.3 Creating Subtotals in a List

3.4 Query Data with Database Functions

3.5 Apply Intermediate Conditional Formatting

3.6 Removing Duplicates

3.7 Creating a Validation List

3.8 Adding a Custom Validation Error

## **4. Working with Functions and Conditional Statements**

4.1 Work with Ranges

4.2 Use of conditional statements (IF, IFS, AND, OR, <>)

4.3 Work with Logical Functions (IF, IFS, CountIF, AverageIF, etc)

4.4 Work with Date and Time Functions

4.5 Work with Text Functions

## **5. Analysing data with Pivot tables and Pivot charts**

5.1 Create a Pivot table

5.2 Modify pivot table calculations

5.3 Group, format and filter Pivot table data

5.4 Analyse Pivot table data

5.5 Present Data with Pivot Charts

5.6 Filter Data by Using Timelines and Slicers

## **6. Importing and exporting data**

6.1 Importing data from text files

6.2 Exporting data to a text file

## **7. Building Excel Dashboards**

7.1 Understanding the different chart types

7.2 How to edit the chart axis

## **8. Working with Large sets of excel data**

8.1 Using the Freeze Panes Tool

8.2 Grouping Data (Columns and/or Rows)

8.3 Linking Worksheets (3D Formulas)

8.4 Consolidating Data from Multiple Worksheets

## **9. Using Lookup functions (Microsoft 365 account is preferred)**

9.1 How to use Xlookup (New function that replaces Vlookup, HLookup and Index and Match)

9.2 Using the new dynamic arrays functions in analyzing data

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