

**Subject:** Microsoft Excel

**Duration:** 1 Day

### **Using Excel Interface**

Use the Quick Access Toolbar  
Use Ribbons, Tabs and Contextual tabs  
Use Live Preview and Shortcut keys  
Handling rows, columns and sheets  
Number and date formatting  
Absolute cell reference

### **Using various types of Functions in Excel**

Functions (Sum, Max, Min, Average, Count, Sumif, Countif, Averageif, Today, Now)  
Basic of Conditional Function IF and lookup Function Vlookup  
Create a drop down using Validation  
Using Comments and protect sheet

### **Other important features**

Formula Auditing tools  
Page setup  
Split, Freeze, Hide and Unhide  
Group and Ungroup  
Print related features

### **Extracting useful info**

Auto Filter  
Data Sort  
Text to columns  
Flash fill  
Working with Table

### **Format Data conditionally to stand out**

Format data using fixed value  
Format data using Absolute cell reference  
Modify and Remove CF