

## **Course Outline:**

### **Session 1: Introduction to Excel**

- Overview of Microsoft Excel
- Starting Excel & exploring the interface
- Workbook vs Worksheet
- Rows, Columns, and Cells
- Saving, opening, and closing workbooks

### **Session 2: Basic Data Entry & Formatting**

- Entering and editing text, numbers, and dates
- Autofill and Flash Fill
- Cell formatting (fonts, colors, borders, alignment)
- Number formatting (currency, percentage, decimals)
- Using Format Painter

### **Session 3: Working with Worksheets**

- Inserting, renaming, deleting worksheets
- Moving and copying sheets
- Grouping worksheets
- Freezing panes and splitting windows

### **Session 4: Formulas and Functions I**

- Writing basic formulas (+, -, \*, /)
- Understanding cell references (relative vs absolute)
- Using AutoSum
- Common functions: SUM, AVERAGE, MIN, MAX, COUNT

### **Session 5: Formulas and Functions II**

- Logical functions: IF, AND, OR
- Text functions: CONCATENATE (or CONCAT), LEFT, RIGHT, LEN

- Date functions: TODAY(), NOW(), DAY(), MONTH(), YEAR()
- Error checking and fixing common formula errors

### **Session 6: Sorting, Filtering & Tables**

- Sorting data (single and multi-level)
- Filtering data using AutoFilter
- Creating and formatting Excel Tables
- Using structured references in tables

### **Session 7: Charts and Data Visualization**

- Creating basic charts (Column, Line, Pie)
- Customizing chart elements (titles, labels, legends)
- Using Quick Analysis tools
- Sparklines introduction

### **Session 8: Review & Practical Exercises**

- Real-life examples and case studies
- Practice assignments (e.g., budgeting, task tracker)
- Q&A session
- Certificate