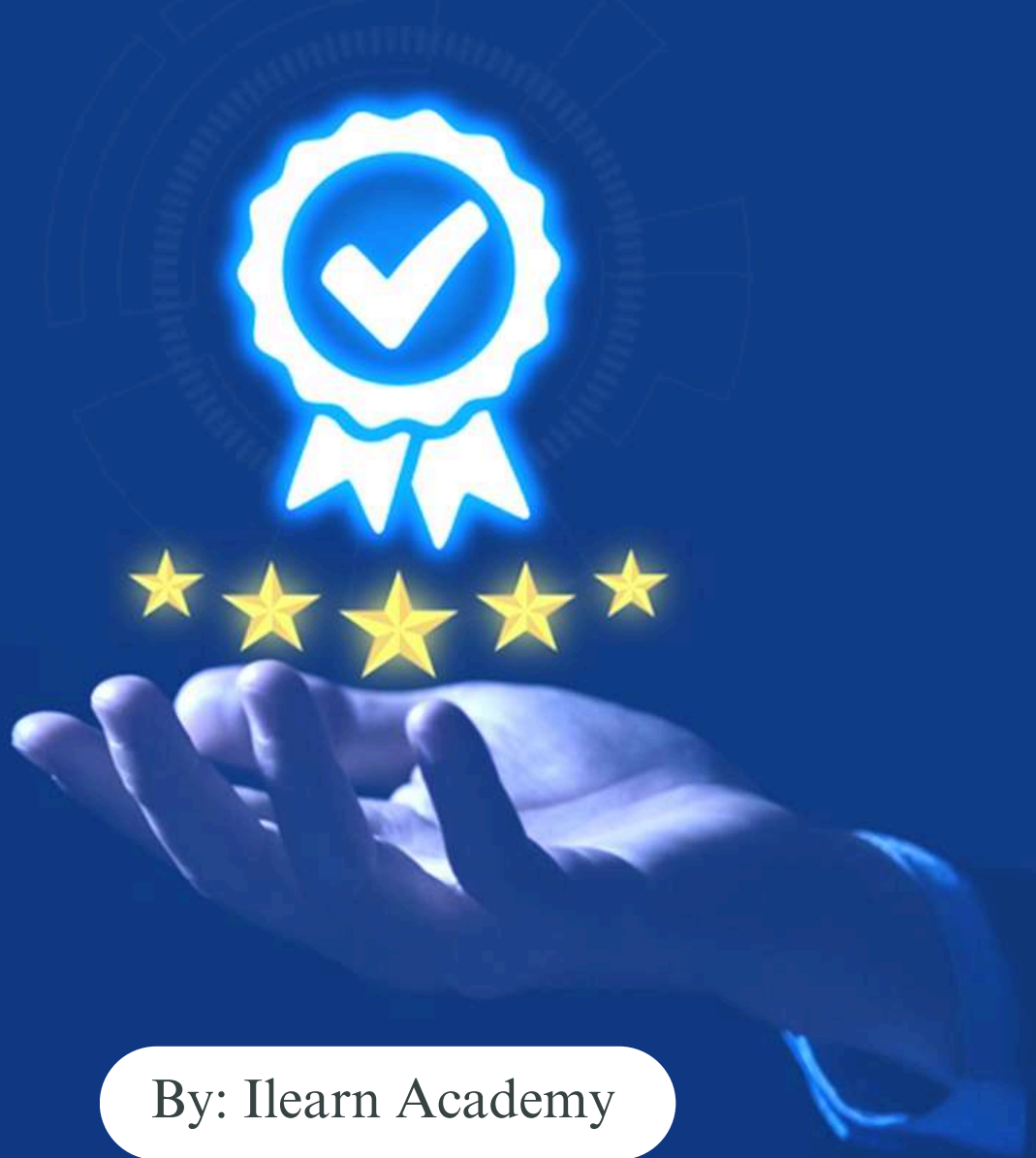




EXCEL EXPERT COURSE



By: Ilearn Academy

www.ilearntc.com

Excel Expert Course

Course Outlines:

Level 1: Excel Beginner:

- Getting Started with Excel
- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Main Formatting and Custom Data Formats & Layouts
- Apply Number Formatting & Cell Styles
- Find and Replace Data
- Conditional Formatting
- Renaming, Moving, and Copying Worksheets
- Inserting Pictures and Shapes

Level 2: Excel Intermediate:

- Perform Operations with Formulas
SUM, COUNT, MIN, MAX, AVERAGE, and more
- Define Range Names
- Understand Formula Errors
- Logical Functions: IF, Nested IF, AND, OR, etc.
- Statistical Functions:
SUMIF, SUMIFS, COUNTIF, COUNTIFS
- Lookup & Reference Functions:
INDEX, MATCH, VLOOKUP
- Text Functions:
LEN, CONCATENATE, RIGHT, LEFT, MID, etc.
- Date & Time Functions
- Financial Functions:
PMT, FV, NPV, RATE, SLN



Excel Expert Course

Level 3: Excel Advanced:

- Filtering Data & Using Advanced Filters
- Removing Duplicate Rows
- Data Validation
- Creating Charts and Analytical Objects
- Pivot Tables for Summarizing Data
- Working with Web & External Data Sources
- Using Hyperlinks in Workbooks
- Macros: Recording and Using
- What-If Analysis Tools
- Creating Custom Auto Fill & Independent Drop-Down Lists
- Worksheet & Workbook Protection

Additional Topics:

- Other Advanced Excel Features
- Variety of Practical and Applied Projects
- Data Analysis and Planning Techniques
- Building the Best Financial Models

Course Duration: 25–30 hours



Contact Us

WE LOOK FORWARD
TO WORKING WITH YOU



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