



BASIC + ADVANCED MS – EXCEL SYALLABUS



Daily 1 Hour Batch = 1 Day

AINS COMPUTER INSTITUTE, Hadapsar

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• **Total Tenure – A + B = 75 Days / 2.5 Months / 75 Hours**

A) Basic Excel Syllabus –

S.	Part of Syllabus	No. of Days / Hours with Practical Lectures
A) Theory		
i)	1) Feature, Use and Learning Abilities for MS – Excel	1 Day
	<ul style="list-style-type: none">- Overall Introduction of MS – Excel Application, its features, It's Professional and Personal life benefits, it's where it can be used, the basic learning abilities student must pursue before learning this application.	
ii)	2) MS – Excel History	1 Day
	<ul style="list-style-type: none">- A brief History of Microsoft Company and the interesting story behind the development of MS – Excel Application in 1985 era.	
iii)	3) MS - Excel Window Introduction	1 Day
	<ul style="list-style-type: none">- Awareness of each Menu, various tools up to the status bar benefits	
B) Practical		
i)	Paste Special	2 Days

	- Conversion of Formulated data into the Constant data, keeping currency number formatting and Date & Time formatting as it is while you paste the data.	
ii)	Error Handling	2 Days
	- 7 Types of Errors in MS – Excel, their handling Techniques	
iii)	Go To Tool	3 Days
	- Fast access techniques of different data range and finding out the pure numbers, dates, text and errors in order to maintain accuracy of data entry into the MS – Excel.	
iv)	Find & Replace	2 Days

	- Fast finding of different words, sentences in MS – Excel, Match Case combination, Replacing overall words and sentences in the worksheet and entire workbook.	
v)	Number Formatting -	3 Days
	- Different kind of data types and their formatting using Format Number tool for Currency, Date, Time & Percentage	
vi)	Data Types in MS – Excel	2 Days
	- 8 Types of data in MS – Excel, data manipulation techniques and avoiding data manipulation, cleaning of the data, single quoted number data cleaning techniques	
vii)	Shortcut Keys – 12 Different Scenarios where you need to perform shortcut keys in order to increase the speed of data handling which contains – Formula entering shortcut keys, Data Selection shortcut keys, Data Entry shortcut keys	7 Days
viii)	Cell Referencing & Cell Locking Mechanism -	6 Days
	- 5 Types of Cell Referencing \$ like Relative Cell Ref, Absolute Cell Ref, Row Fixed Cell Ref, Column Fixed Cell Ref, Mixed Cell Ref. Cell referencing is must before you draft any kind of function and formulas into the MS – Excel. Advanced Excel can't be understood if a person is not aware about the \$Lock mechanism of the MS – Excel.	

	Total	30 Days / 1 Month / 30 Hours
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B) Advanced Excel Syllabus -

Sr. No.	Part of Syllabus	No. of Days / Hours with Practical Lectures
A)	Theory	
i)	1) Formula & Functions Basics	2 Days
	<ul style="list-style-type: none"> - Difference between Formula & Function - Formula drafting Mechanism without Google or YouTube help in the office - Types of Formula drafting - Formula Typing Methods - General Rules to be followed while you draft any kind of function into the MS – Excel without facing errors. - Formula correction Audit process 	
ii)	2) Introduction to Function Categories	1 Day
	<ul style="list-style-type: none"> - Financial – EMI - Logical - Comparative Conditions - Text - Editing of the Text - Date and Time - Time and Motion Study - Lookup & Reference – Find out the related information - Mathematical and Trigonometry – Critical Mathematical calculations within few seconds. - Statistical - Statistical calculations - Information – Data Cleaning - Array - multiple ranges and table calculation of text to numbers 	
iii)	3) Financial Functions -	1 Day
	<ul style="list-style-type: none"> - PMT Function and related Loan EMI, Interest and PV calculation 	
iv)	Logical Functions -	10 Days

	Comparative Conditions for decision making in business – IF, AND, OR, AND with OR, NOT, IFNA, TRUE, FALSE, XOR, SWIFT, IFERROR	
v)	TEXT Functions -	2 Days
	- Editing and re construction of the text using – UPPER, LOWER, PROPER, TRIM, DOLLAR, REPLACE, CONCATENATE, SUBSTITUTE, MID, LEN and Flash Fill Function	
vi)	Date & Time Functions -	5 Days
	- HR Automation for Salary Slips, PF Calculation, Overtime and Appraisal Calculation, Security Cabin In Out Entries using – TODAY, NOW, TEXT, YEARFRAC, DATEDIF, EOMONTH, DAY, WORKDAY.INTL, NETWORKDAYS.INTL, CONVERT, Total Hours, Minute, Seconds and Years, Months and Days Calculation	
vii)	Lookup & Reference Functions	12 Days
	- Finding out the related data of the given value using – VLOOKUP, HLOOKUP, IFERROR, MATCH, CHOOSE, AREAS, COLUMN, COLUMNS, ROW, ROWS, REVERSE VLOOKUP, INDEX MATCH, CUBE, SQUARE ROOT, SQUARE, LOOKUP APP Development, Double VLOOKUP, Department wise VLOOKUP, Position wise VLOOKUP, XLOOKUP, 5 Years data retention Automation project using INDEX Match combination	
viii)	Statistical Functions -	4 Days
	- Critical Statistical Calculations using – SUM, AVERAGE, MAX, MIN, MAXA, MINA, COUNT, COUNTA, LARGE, SMALL, ISODD, ISEVEN, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MINIFS, MAXIFS	
ix)	Array Functions -	3 Days
	- Calculating multiple data ranges and multiple tables with each other (huge data formulation) – SUMPRODUCT, SUMINDEX Combination	
x)	Chart Creation	2 Days
	- Creating 4 different types of charts in MS – Excel and doing related analytics – - Column Chart, Bar Chart, Pie Chart and Line Chart	
xi)	Pivot Table Automation	3 Days
	- Understanding the Analytical use of Pivot table and its benefits using below various Pivot automations –	

	- Date and Time Grouping, Calculated Fields, Pivot Slicers, Pivot Charts, Value Field Setting, Show Value as Tool, Attractive Pivot Table Design, Various Pivot Table Combinations	
	Total	45 Days / 1.5 Month / 45 Hours

- **After the completion of the course, a student can be able to –**
 - Student will be confident to handle the MS – Excel application at basic level and can start his study at advance level.
 - Student can easily grasp the formula and function mechanism before learning them at advance level.
 - Student will be able to answer the basic questions about the MS – Excel into the interviews.
 - Student will be aware about the wide scope and the use of MS – Excel in his professional career.
 - Draft his own formulas and functions without anyone’s help in the Office. Even least use of Google or YouTube will there while he/she drafts his own formulas as per management requirements.
 - Can do better data analytics
 - Can create critical formulation and automation projects for his company.
 - Will be confident for his Future MIS /WFM Automation career
 - Will be eligible to take admission in Advanced Excel (WFM / MIS Automation)
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- **Job Opportunities after the completion of the Course –**
 - BPO / KPO / IT Backend support, Manufacturing Service desk Attendant, Service Sector Data Entry Operator, Restaurant Billing Counter, Back Office Executive at Malls and Supermarkets.
 - BPO / KPO / IT - MIS / WFM Sr. Associate, Manufacturing Plant Data Automation Consultant, Service Sector Consultant, Restaurant and Mall Software Consultant.

