Happy Valley Business School Coimbatore						
Placement Training						
Sub	**Microsoft Excel Specialist Masters**			Code:		
Batch	2022-24		Max Marks:	100	Sem: II	Branch: MBA
Faculty In - charge				Mr. Santhosh Raja R		

Objective of the Course

Overall, the objective of Excel training is to improve efficiency and productivity by enabling individuals to use Excel effectively in their work or personal projects.

1. Understanding the basic features of Excel, such as formatting, data entry, and basic formulas.

2. Creating and managing large datasets using advanced Excel features such as filtering, sorting, and conditional formatting.

3. Performing complex calculations using advanced Excel formulas and functions.

4. Creating charts and graphs to represent data visually.

5. Automating repetitive tasks using Excel macros and VBA (Visual Basic for Applications).

6. Collaborating with others by sharing Excel workbooks and using Excel's built-in collaboration features.

7. Creating dashboards and reports to summarize and present data effectively.

8. Optimizing Excel performance by using best practices for file size, formula efficiency, and workbook organization.

Outcome of the Course

1. Increased efficiency: Individuals who receive Excel training learn how to use Excel features and functions effectively, allowing them to work more efficiently and complete tasks more quickly.

2. Improved data management: Excel training helps individuals learn how to manage and organize large datasets, including filtering, sorting, and formatting data.

3. Enhanced data analysis: Excel training teaches individuals how to use Excel's powerful analysis tools, such as pivot tables, charts, and graphs, to analyze data and gain insights.

4. Better decision-making: With improved data management and analysis skills, individuals can make better-informed decisions based on data.

5. Increased accuracy: Excel training can help individuals learn how to use Excel's built-in error-checking tools to minimize mistakes and ensure accuracy in their work.

6. Automation of repetitive tasks: Excel training teaches individuals how to automate repetitive tasks using macros and VBA, freeing up time for more complex tasks.

Syllabus:

1. **Advanced Excel Course - Overview of the Basics of Excel**

2. **Advanced Excel Course - Working with Functions**

   - Writing conditional expressions (using IF)
   - Using logical functions (AND, OR, NOT)
   - Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
   - VlookUP with Exact Match, Approximate Match
   - Nested VlookUP with Exact Match
   - VlookUP with Tables, Dynamic Ranges
   - Nested VlookUP with Exact Match
   - Using VLookUP to consolidate Data from Multiple Sheet

3. **Advanced Excel Course - Data Validations**

   - Specifying a valid range of values for a cell
   - Specifying a list of valid values for a cell
   - Specifying custom validations based on formula for a cell

4. **Advanced Excel Course - Working with Templates**

   - Designing the structure of a template
   - Using templates for standardization of worksheets

5. **Advanced Excel Course - Sorting and Filtering Data**

   - Sorting tables
   - Using multiple-level sorting
   - Using custom sorting
   - Filtering data for selected view (AutoFilter)
   - Using advanced filter options

6. Advanced Excel Course - Working with Reports

➢ Creating subtotals

➢ Multiple-level subtotals

7. Creating Pivot tables

➢ Formatting and customizing Pivot tables

➢ Using advanced options of Pivot tables

➢ Pivot charts

➢ Consolidating data from multiple sheets and files using Pivot tables

➢ Using external data sources

➢ Using data consolidation feature to consolidate data

➢ Show Value As (% of Row, % of Column, Running Total, Compare with Specific Field)

➢ Viewing Subtotal under Pivot

➢ Creating Slicers (Version 2010 & Above)

8. Advanced Excel Course - More Functions

➢ Date and time functions

➢ Text functions

➢ Database functions

➢ Power Functions (CountIf, CountIFS, SumIF, SumIfS)

9. Advanced Excel Course - Formatting

➢ Using auto formatting option for worksheets

➢ Using conditional formatting option for rows, columns and cells

10. Advanced Excel Course - WhatIf Analysis

- ➢ Goal Seek
- ➢ Data Tables
- ➢ Scenario Manager

11. Advanced Excel Course - Charts

- ➢ Using Charts
- ➢ Formatting Charts
- ➢ Using 3D Graphs
- ➢ Using Bar and Line Chart together
- ➢ Using Secondary Axis in Graphs
- ➢ Sharing Charts with PowerPoint / MS Word, Dynamically
- ➢ (Data Modified in Excel, Chart would automatically get updated)

12. Google Sheets

Assessment Parameters

1. Practical's Test – 50 Marks
2. Viva – Voce – 25 Marks
3. Lab Record – 25 Marks