



MS Excel

A comprehensive 45-hour journey from beginner to intermediate level
at St. Bede's College, Shimla



Course Overview

45

Total Hours

Comprehensive
training duration

9

Core Modules

Structured learning
path

1

Final Project

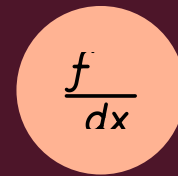
Practical application

Foundation Skills



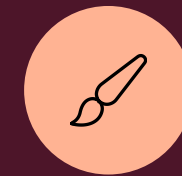
Module 1: Introduction

Excel interface, navigation shortcuts, creating and managing workbooks and worksheets



Module 2: Basic Functions

Data entry, essential formulas (SUM, AVERAGE, MIN, MAX), AutoFill, and cell referencing



Module 3: Formatting

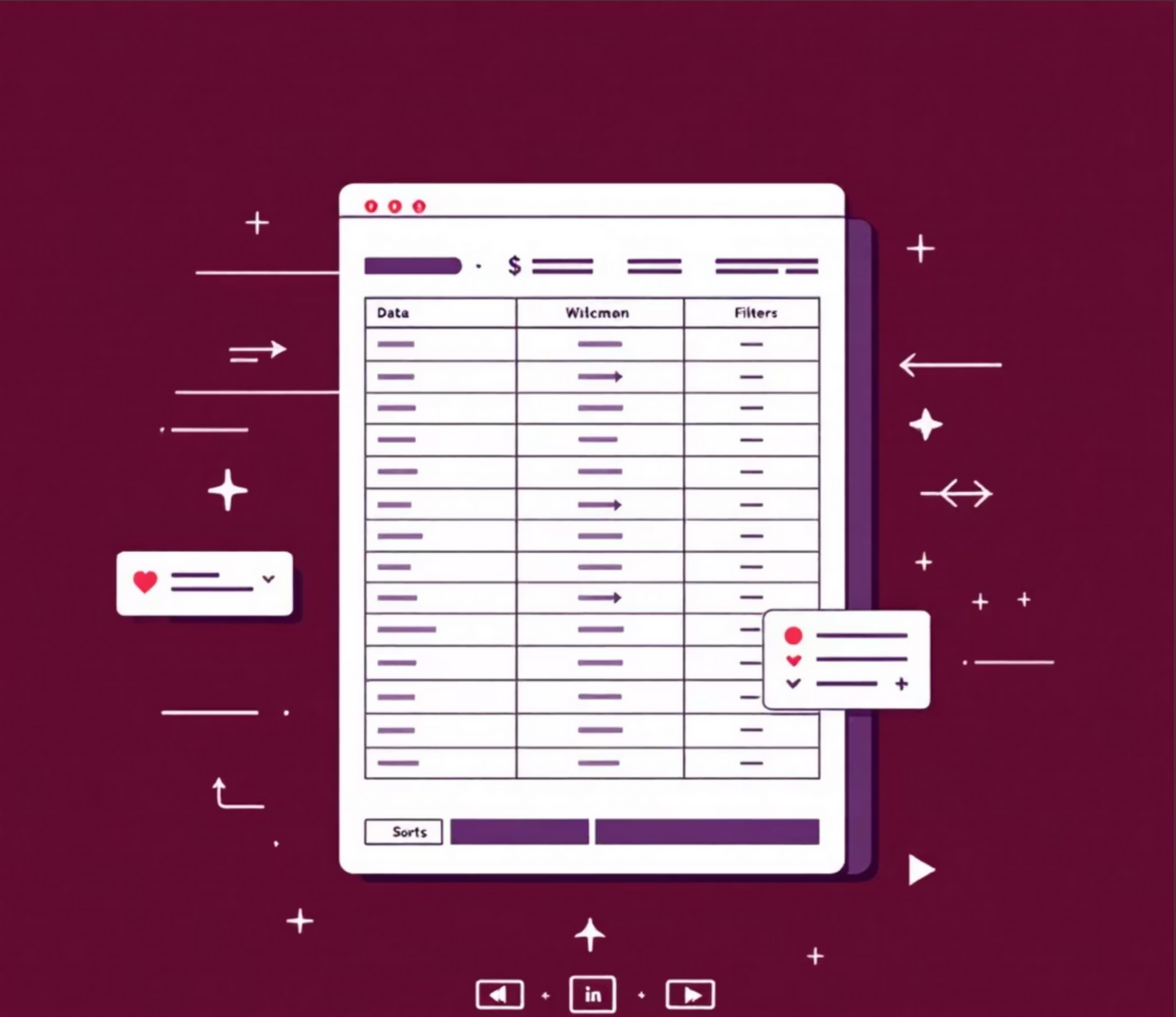
Cell formatting, themes, styles, conditional formatting, and working with tables

Data Management Essentials

Module 4 Focus

Master the art of organizing and maintaining clean, efficient datasets.

- Sorting and filtering data
- Data validation techniques
- Text functions
- Removing duplicates



Powerful Formulas & Functions

1

Logical Functions

IF, AND, OR statements for decision-making

2

Lookup Functions

VLOOKUP, HLOOKUP

3

Mathematical Functions

Advanced calculations and operations

4

Date & Time Functions

Working with temporal data

Module 5 equips you with the formula toolkit needed for complex data analysis and automation.

Visual Storytelling with Data

Charts & Graphs

Create and customize compelling visualizations

Sparklines

Compact trend indicators within cells

PivotTables & Charts

Dynamic data summarization and analysis

Module 6 transforms raw numbers into meaningful visual insights that drive decision-making.

Advanced Analysis Techniques



Scenario planning and goal seeking



Automate repetitive tasks



Transform and combine data sources



Complex data modeling

Module 7 unlocks Excel's most powerful analytical capabilities for sophisticated data work.

Collaboration & Security



Module 8: Working Together

- Share workbooks across teams
- Track changes and add comments
- Protect worksheets and workbooks
- Leverage Excel Online for real-time collaboration

Final Project Preparation

01

Requirements Overview

Understanding project scope and objectives

02

Planning & Collection

Gathering and organizing your data sources

03

Workbook Structure

Setting up sheets, tables, and navigation

04

Q&A Session

Troubleshooting and guidance

Module 9 prepares you to showcase everything you've learned in a comprehensive capstone project.

Your Final Project

Create a comprehensive Excel workbook demonstrating your mastery of functions, analysis, and visualization.

