

Excel 365 - Basic Level

Duration: 2 Days (9:30 am to 5:00 pm)
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Training Mode: Hybrid (Online & Offline)

Prerequisite:

Participant should be able to open Excel. He / She should have clear understanding of file, folder and path. He / She should be able to use Keyboard and Mouse efficiently.

Session - 1

User Interface of Excel 365
Navigating Excel
Working with Rows & Columns

Session - 2

Working with Worksheets
Entering Data
Working with Templates
Customizing User Interface

Session - 3

Page Setup
Scaling printed output
Header and Footer
Printing Worksheets

Session - 4

Exploring Data Formatting

Session - 5

Working with Notes
Find and Replace
Copy & Paste

Session - 6

Sort & Filter
Enhancing Data Entry
Creating Series
Say Goodbye to Long Typing

Session - 7

Working with multiple parts of the sheet
Charts

Session - 8

Introduction to Formulas & Functions
Unleash the Power of Table
Introduction to Pivot Table

Notes:

It includes Study Material and Certificate.

You are required to bring your laptop.