

Excel syllabus

Level - 1 (6 - 8 classes)

Basics:-

1. Purpose of using excel
 - Importance
 - Role
 - Varied sectors
2. Uses of Ribbons
 - Home
 - Insert
 - Page layout
 - Formulas
 - Data
 - Review
 - View
3. Different forms of excel
 - Excel work Book
 - Excel Binary work book
 - Excel Macro Enable Work book
 - Excel 97-2003 Work Book
 - Open document spread sheet
 - Other formats
4. Formatting excel data
 - Allignment
 - Rows and Columns
 - Number, date, time, currency formatting
 - Editing, copy, paste, cut, delete
 - Data list
 - Auto correct
 - Auto fill
 - etc
5. Printing Formatting.
 - Page layout
 - Margins
 - Zoom in, Zoom out
 - Data Selection
6. shortcut keys to make excel user friendly

Level - 2 (12- 14 classes)

Reporting and Presentation

1. Inserting formulas
 - Logical Formulas
 - Text Formulas
 - Date and Time Formulas
 - Financial Formulas
2. Data charts
 - Pivot table
 - Line Chart
 - Column chart
 - Bar Chart
 - 3d charts
3. Data reviews
 - Presentation of Reports
4. consolidating different forms of reports
 - How to prepare reports
 - Practical examples and research
5. Preparing excel presentations and reports (also in power point)
 - How to Prepare Presentation
 - How to elaborate Presentation
 - Manger skills

Level - 3 (remaining classes with practical exams)

Advanced Excel

1. Formatting data according to reviews
2. Exporting and importing data
3. Recording Macros
4. Macro scripts/VBA scripts
5. Automation of reports
6. Macro Presentation
7. Automation of mailing techniques.
8. Easy steps for to understand and to prepare accounts using macros
9. Inventory, stock, files management
10. Time management
11. Preparations of check list