

Microsoft Excel Workshop Curriculum (30 Hours)

Sl No.	Module	Hours	Topics	Subtopics
1	Excel Fundamentals	5 hrs	Getting Started	Interface, Workbook/Worksheet, Data Entry
			Basic Formatting	Fonts, Colors, Cell Styles, Conditional Formatting (Intro)
			Data Management	Sorting, Filtering, Data Validation (Intro)
			Basic Formulas	SUM, AVERAGE, MIN, MAX, Cell References
			Printing Setup	Page Layout, Print Preview, Page Scaling
2	Intermediate Functions & Data Handling	5 hrs	Logical & Text Functions	IF, COUNTIF, SUMIF, CONCAT, LEFT, RIGHT, MID
			Date & Time Functions	TODAY, NOW, DATEDIF, NETWORKDAYS
			Data Cleaning	TRIM, CLEAN, SUBSTITUTE, Remove Duplicates
			Named Ranges	Define, Use in Formulas
			Tables	Creating, Formatting, Structured References
3	Data Visualization	5 hrs	Basic Charts	Column, Pie, Line, Formatting
			Advanced Charts	Combo Charts, Sparklines, Secondary Axis
			Conditional Formatting	Data Bars, Color Scales, Icons, Formula-Based Rules
			Visualization Principles	Choosing Chart Types, Avoiding Clutter
			Dynamic Charts	Drop-down Integration, Named Ranges
4	Advanced Data Tools	8 hrs	PivotTables	Creating, Grouping, Filtering, Calculated Fields
			PivotCharts	Linked Charts, Formatting
			What-If Analysis	Goal Seek, Data Tables, Scenario Manager
			Lookup Functions	VLOOKUP, HLOOKUP, INDEX & MATCH
			External Data	Importing from CSV, Refreshing Data
5	Automation & Productivity	2 hrs	Macros	Recording, Assigning to Buttons
			Developer Tab	Enabling, Navigation
			Form Controls	Buttons, Drop-downs, Checkboxes
6	Real-World Projects & Assessment	5 hrs	Mini Projects	Sales Dashboard, Expense Tracker, HR Leave Sheet
			Collaboration	Sharing, Comments, Protection
			Review	Recap, Q&A, Troubleshooting
			Assessment	Practical Test, Peer Feedback
			Certification	Completion Certificates, Next Steps