TRAINING CONTENTS

Session	Name of the Topics	Contact Hour
Session 01	**Part I: Getting Started with Excel** ● Introducing Excel ● Entering and editing worksheet data ● Performing basic worksheet operations ● Working with Excel ranges and tables ● Formatting worksheets ● Understanding Excel files and templates ● Printing your work ● Customizing the Excel user interface	**3**
Session 02	**Part I:** ● Working with Excel ranges and tables ● Formatting worksheets ● Understanding Excel files and templates ● Printing your work ● Customizing the Excel user interface	**3**
Session 3	**Part II: Working with Formulas and Functions** ● Introducing formulas and functions	**3**

	• Using formulas for common mathematical operations • Using formulas to manipulate text	
Session 4	**Part II:** • Using formulas with dates and times • Using formulas for conditional analysis • Using formulas for matching and lookups • Using formulas for financial analysis	**3**
Session 5	**Part II:** • Using formulas for statistical analysis • Using formulas with tables and conditional formatting	**3**
Session 6	**Part II:** • Understanding and using array formulas • Making your formulas error-free	**3**
Session 7	**Part III: Creating Charts and Other Visualizations** • Getting started with Excel charts • Using advanced charting techniques	**3**

	● Creating sparkline graphics	
Session 8	**Part III:** ● Creating sparkline graphics ● Visualizing with custom number formats and shapes	**3**
Session 9	**Part III:** ● Implementing Excel dashboarding best practices	**3**
Session 10	Review of Sessions 1–10	**3**
Session 11	**Part IV: Managing and Analyzing Data** ● Importing and cleaning data ● Using data validation ● Set operations (union, intersection, difference)	**3**
Session 12	**Part IV:** ● Creating and using worksheet outlines ● Linking and consolidating worksheets ● Introducing PivotTables	**3**

Session 13	**Part IV:**	**3**
	● Analyzing data with PivotTables	
	● Performing spreadsheet what-if analysis	
	● Analyzing data using Goal Seek and Solver	
	● Analyzing data with the Analysis ToolPak	
	● Protecting your work	
Session 14	**Part V: Understanding Power Pivot and Power Query**	**3**
	● Introducing Power Pivot	
	● Working directly with the internal data model	
	● Adding formulas to Power Pivot	
	● Introducing Power Query	
Session 15	**Part V:**	**3**
	● Transforming data with Power Query	
	● Making queries work together	
	● Enhancing Power Query productivity	
Session 16	**Part VI: Automating Excel (VBA)**	**3**
	● Introducing Visual Basic for Applications (VBA)	
Session 17	**Part VI:**	**3**
	● Creating custom worksheet functions	

Session 18	**Part VI:** ● Creating UserForms ● Using UserForm controls in a worksheet ● Working with Excel events	**3**
Session 19	**Part VI:** ● Creating custom Excel Add-Ins	**3**
Session 20	**Mentorship Session:** A dedicated session with an industry expert to discuss career opportunities, real-world applications of Microsoft Excel, and insights into the latest trends.	**3**
	Total Class Hours	**60 hours**