

DEEN DAYAL UPADHYAY KAUSHAL KENDRA (DDU-KK)
DAVV, INDORE

(Under UGC Scheme for Skill Development)

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Syllabus- Advanced Excel

S. No.	Session	Description
1	Session 1	Spreadsheet Basics, User Interface, Workbook/worksheets, create, Move, insert, hide and copy columns, rows , saving, merging cells, arithmetic, auto fill
2	Session 2	formatting, styles, conditional formatting, Shapes and smart art, Table format
3	Session 3	Simple functions, type of functions - text, logical, maths, relative and absolute referencing
4	Session 4	sorting and filtering data
5	Session 5	Creating basic charts, and formatting with quick layouts, Printing Options.
6	Session 6	Conditional formatting, Data Validation
7	Session 7	Subtotals, summary
8	Session 8	Linking workbooks, hyper linking
9	Session 9	Nested ifs, Sumif, Countif functions, Vlookup
10	Session 10	date functions, financial functions
11	Session 11	Protect Workbooks, worksheets, Locking cells
12	Session 12	Data preparation-Text to Colum
13	Session 13	Pivot tables
14	Session 14	What if analysis-use cases