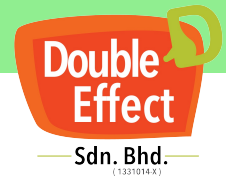


Excel Training: Formulas, Charts, and Formatting

Training Methodology



This course employs a balanced approach between theory and hands-on practice to ensure that participants grasp essential Excel skills. The methodology includes:

- Instructor-led demonstrations: Step-by-step explanation of formulas, charts, and formatting techniques.
- Practical exercises: Real-world scenarios and datasets to apply newly learned skills.
- Interactive discussions: Group Q&A and peer learning to clarify doubts.
- Workshops and projects: Participants work on projects to practice formatting, formula creation, and chart building.
- Continuous feedback: Regular assessments and personalized feedback to track progress.

Course Overview

This Excel course is tailored to provide participants with the skills needed to create effective formulas, format worksheets for readability, and visualize data using charts. The focus is on building a solid foundation in these core Excel areas to enhance productivity and data presentation.

What You Will Learn

- Formulas: How to create basic and intermediate formulas for calculations and data analysis.
- Charts: Techniques to build different types of charts to visualize data effectively.
- Formatting: Best practices for formatting data, including conditional formatting, to make worksheets clear and professional-looking.

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- Data Management: Efficiently organizing and managing data with formatting and formula-driven techniques.

Who Should Learn

- Beginners to Intermediate Excel Users: Individuals looking to improve their skills in formulas, data presentation, and formatting.
- Administrative Professionals: Those responsible for handling data, creating reports, and visualizing information.
- Small Business Owners: Entrepreneurs who need to track data and present it effectively.
- Students and Educators: Anyone looking to enhance their data organization and visualization capabilities for academic work.

5 Training Modules

Module 1: Introduction to Formulas and Basic Calculations

- Understanding cell references and ranges.
- Creating basic formulas for addition, subtraction, multiplication, and division.
- Using functions like SUM, AVERAGE, MIN, MAX for data calculations.
- Introduction to relative and absolute references.

Module 2: Intermediate Formulas and Logical Functions

- Creating more advanced formulas using IF, AND, OR, and nested formulas.
- Combining text functions like CONCATENATE and TEXT.

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- Exploring lookup functions like VLOOKUP and HLOOKUP for searching data.

Module 3: Chart Creation and Customization

- Building simple charts such as bar, line, and pie charts.
- Customizing chart elements: titles, labels, colors, and legends.
- Creating dynamic charts using data series and adding trendlines for better insights.

Module 4: Formatting for Clarity and Impact

- Applying cell formatting (fonts, colors, borders, and alignment) for better readability.
- Using number formats for currency, percentages, and dates.
- Introduction to conditional formatting for highlighting key data points automatically.
- Best practices for creating professional and visually appealing worksheets.

Module 5: Combining Formulas, Charts, and Formatting

- Building reports that combine formulas, charts, and formatting.
- Creating dashboards using data, formulas, and charts.
- Automating data analysis with combination of conditional formatting and formulas.
- Preparing and formatting reports for presentation or sharing.

Conclusion

Upon completing this course, participants will have a strong foundation in Excel's core functionalities: formulas, charts, and formatting. They will be able to efficiently create and format data-driven reports, use Excel's charting capabilities to visualize information, and apply various formulas for calculations and analysis. This course is ideal for individuals aiming to improve their

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Excel proficiency for both personal and professional use.

