



Course Name: IT-ITes

Module 1 : Basic Excel Introduction

- Introduction to MS Excel
- Extension and It's Steps
- Working Environment & Interface of MS Excel
- Understanding of Worksheet, Workbook, Row, Column & cell
- Understanding of Tabs & Menu
- How to Get & Use Shortcut Keys
- Different Types of Functions & Formulas and It's uses
- Mathematical Function

Assessment for Module 1

Module 2 : Different type of Formula & Function

- Text Function
- Date & Time Function
- Statistical Function
- Logical Function
- Protecting Worksheet & Workbook
- Freeze Rows & Column

Assessment for Module 2



Module 3 : Sort, Filter, Conditional Formatting & Chart

- Sort
- Filter
- Advance Filter
- Conditional Formatting
- Alignment, Wrap text, Merge Cell
- Grouping & Ungrouping
- How to Insert Clipart, Header & Footer and Symbols
- Different type of charts

Assessment for Module 3

Module 4 : Vlookup, Pivot table, Macros, Data Validation, What if Analysis

- VLOOKUP
- Double VLOOKUP
- Pivot Table
- Pivot Chart
- Data Validation
- Macro & its use
- Goal Seek

Assessment for Module 4



Module 5 : How to make PowerPoint Presentation

- Introduction to PowerPoint
- Menu Options & Windows Interface
- Adding New Slides
- Deleting and Rearranging slides
- Sidebars & Working with Outlines
- Different type of Presentation Views
- Setting Background & Slide Orientation
- Presentation Review & Saving Presentation
- Adding Slide No., Header & Footer and Date & Time
- How to Run a Slide Show
- Help

Assessment for Module 5

Interaction with Subject Matter Expert

Certification