



Microsoft Excel Training Curriculum

Training Syllabus

Students can select to train on all levels listed below or can customize which training level best suit their needs if not all levels are desired.

Microsoft Excel Beginner Level

Formatting and Mathematical Operations

- Filtering and Sorting Data

- Formatting
 - Colors
 - Borders
 - Freezing
 - Merging
 - Insert
 - Adjustments
 - Conditional Formatting

- Basic Mathematical Operations
 - SUM, AVERAGE, COUNT
 - Autosum
 - Order of Operation
 - Cell References

- Saving

Microsoft Excel Intermediate Level

Shortcuts

- Copy + paste
- Navigation

LOOKUPS

- Cell References
- VLOOKUP
- Index and Match
- XLOOKUP

Logic Statements

- Basic If/Then Logic Statements
- Error correcting If/Then Logic Statements
- SUMIFS, COUNTIFS, AVERAGEIFS

Microsoft Excel Advanced Level

Nested Statements

- Lookups, Text functions, If Statements, and SUMIFS/COUNTIFS/AVERAGEIFS wrapped in one

Data Analysis

- Pivot tables
- Charts + graphs/dashboards
- Conditional Formatting