



SHRIMATI INDIRA GANDHI COLLEGE


Nationally Accredited at 'A' Grade (3rd Cycle) by NAAC

Tiruchirappalli-620 002

Organises

Value added course in **ADVANCED EXCEL**



DATE : 2/08/2021 onwards
DURATION : 30 Hours
TIME : 1.15p.m. to 2.15p.m.
MODE : Online 

Students from any major can participate

TOPIC : DATA ANALYSIS WITH EXCEL
COURSE CONTENT

Topic	Sub-Topic	Comments
BASIC Excel: Introduction to Excel and basic formulae	Worksheets, Ribbons, Number of columns and rows in each sheet, Adding/Removing Rows and columns	How to use excel, an overall view of the ribbon and worksheets. How to add/remove elements in the ribbon. Adding/Removing/Hiding Sheets
	Cell Reference, cell formats, keyboard shortcuts	Cell address, cell referencing across worksheets and workbooks
	Text Functions (Concatenate, find, left, right, mid, len, lower, upper, trim, replace, text), Math Functions (Sum+variants, count+variants, average+variants, min, max), text to columns	Overview of each function with working examples
	Excel Tables Error Checking, Error Types (#DIV/0 — #VALUE! — #REF! — #NAME? — #NUM! — #N/A — #NULL!)	How to differentiate errors and find errors easily
BASIC Excel: Lookup/Reference Functions	Round, Roundup, Rounddown, subtotal	How to do rounding
	Index & Match	Overview of the individual index and match functions and how it can be used together

	Vlookup and Hlookup	Overview of the function and importance of range lookups
	Named ranges and dynamic named ranges, Array Functions	How to create and track named ranges
BASIC Excel: More Formulae, Data Validation	If, nested if, iferror, and, or, not,true, false	Overview of each function with working examples
	Isblank, iserror, istext, isnontext, isnumber, cell()	Overview of each function with working examples
	Date, Datevalue, day, month, year, today()	Overview of each function with working examples
	time, hour, minute, second, now()	Overview of each function with working examples
	Data validation using lists Data validation for predefined data types	How to use data validation to restrict data entry to a cell
Intermediate Excel: Conditional Formatting, Sorting & Filters	Formatting Numerical Values, Formatting Texts Data bars, color scales	How to represent data using different conditional formatting techniques
	Sorting	Sorting one column, sorting multiple columns
	Data Filtering	Data Filters, Filtering based on color
Intermediate Excel: Advanced Data Filtering	Advanced data filtering criteria	Using advanced filters to identify required records. Different ways to use advanced filters
	Filter in place or copy to new location	
	Filtering unique records	
Intermediate Excel: Charts	Line, Pie, Scatter plots	How to build and tweak different aspects of a chart
	Formatting chart axis, data labels, legends, chart titles	

	Creating Non Standard Charts	
	Introduction to Sparklines	
Intermediate Excel: Pivot Tables	Creating pivot tables, classic display	How to conduct an analysis of given data using pivot tables
	Show/hide total, error/empty cell display option, formatting pivot tables	
	Introduction to Power Pivots	

NAME OF THE TRAINER : MS.KAMAL RAI

SHRIMATI INDIRA GANDHI COLLEGE, TRICHY
Department of Computer Science, IT & Computer Applications



CERTIFICATE

This certificate declares that

I.SATHIYA

II M.SC COMPUTER SCIENCE

has completed **Advanced Excel 30 Hours Course**
on 2nd August 2021

A handwritten signature in black ink, appearing to read "A.V. G. Sathya", enclosed in a light gray rectangular box.

Head

**Department of Computer
Science, IT & Computer Applications**

SHRIMATI INDIRA GANDHI COLLEGE, TRICHY
Department of Computer Science, IT & Computer Applications



CERTIFICATE

This certificate declares that

R.MUTHAMIL

II M.Sc COMPUTER SCIENCE

has completed **Advanced Excel 30 Hours Course**
on 2nd August 2021

Handwritten signature of A. V. G. S. S. S.

Head

Department of Computer
Science, IT & Computer Applications