

VERSION

2

CRASH COURSE

ELYSIUM
ACADEMY
EXCEL FOR
ENTERPRISES

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SR. CODE

EAPL/CRASH/CRTC15

COURSE CODE

EACEE

SUB CATEGORY

BUSINESS MANAGEMENT

 TOTAL DURATION 45 HOURS	 THEORY TAKEN 11 HOURS	 PRACTICAL TAKEN 34 HOURS
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COURSE DESCRIPTION



Excel for Enterprise is a specialized course tailored to equip professionals with advanced Excel skills essential for enterprise-level data analysis and decision-making. You will delve into topics such as complex formulae, data visualization techniques, pivot tables, macros, and Power Query to manipulate and analyze large datasets effectively.

COURSE GOALS



By the end of the course, you will proficiently utilize Excel to streamline business processes, perform sophisticated data analysis, and generate actionable insights for strategic decision-making. They will develop mastery in creating dynamic dashboards, automating repetitive tasks, and integrating Excel with other tools for enhanced productivity.

FUTURE SCOPE



Graduates of Excel for Enterprise will find diverse career opportunities in business analysis, financial modeling, consulting, and data management roles across various industries. With the increasing demand for data-driven decision-making, proficiency in advanced Excel techniques will remain highly sought-after, ensuring long-term relevance and career advancement.

01

CHAPTER

MICROSOFT EXCEL FUNDAMENTALS

1. Microsoft Excel Fundamentals

- a. Customizing the Excel Quick Access Toolbar
- b. Understanding the Structure of an Excel Workbook
- c. Saving an Excel Document
- d. Opening an Existing Excel Document
- e. Common Excel Shortcut Keys

2. Working with Excel Templates

- a. Opening an Existing Template
- b. Creating a Custom Template

3. Entering and Editing Text and Formulas

- a. Entering Text to Create Spreadsheet Titles
- b. Working with Numeric Data in Excel
- c. Entering Date Values in Excel
- d. Working with Cell References
- e. Creating Basic Formulas in Excel
- f. Relative Versus Absolute Cell References in Formulas
- g. Understanding the Order of Operation

4. Modifying an Excel Worksheet

- a. Moving and Copying Data in an Excel Worksheet


3.5
HRS


08
HRS

- b. Inserting and Deleting Rows and Columns
- c. Changing the Width and Height of Cells
- d. Hiding and Unhiding Excel Rows and Columns
- e. Deleting an Excel Worksheet
- f. Renaming an Excel Worksheet
- g. Moving and Copying and Excel Worksheet

5. Formatting Data in an Excel Worksheet

- a. Working with Font Formatting Commands
- b. Changing the Background Color of a Cell
- c. Adding Borders to Cells
- d. Formatting Data as Currency Values
- e. Formatting Percentages
- f. Using Excel's Format Painter
- g. Creating Styles to Format Data
- h. Merging and Centering Cells
- i. Using Conditional Formatting

6. Printing an Excel Worksheet

- a. Viewing your Document in Print Preview
- b. Changing the Margins, Scaling and Orientation
- c. Working with Page Layout View
- d. Adding Header and Footer Content
- e. Printing a Specific Range of Cells

02

CHAPTER

FUNCTIONS

1. Working with Basic Excel Functions

- Working with the SUM () Function
- Working with the MIN () and MAX() Functions
- Working with the AVERAGE () Function
- Working with the COUNT () Function
- Using the AutoSum Command
- Using the AutoFill Command to Copy Formulas

2. Excel List Functions

- Excel Function: DSUM()
- Excel Function: DAVERAGE()
- Excel Function: DCOUNT()
- Excel Function: SUBTOTAL()

3. Working with Excel's Conditional Functions

- Working with Excel Name Ranges
- Using Excel's IF() Function
- Nesting Functions
- Using Excel's COUNTIF() Function
- Using Excel's SUMIF() Function
- Using Excel's IFERROR() Function



03
HRS



7.5
HRS

4. Working with Excel's Lookup Functions

- a. Using Excel's VLOOKUP() Function
- b. Using Excel's HLOOKUP() Function
- c. Using Excel's INDEX() and MATCH() Functions

5. Working with Excel's Text Based Functions

- a. Using Excel's LEFT(), RIGHT() and MID() Functions
- b. Using Excel's LEN() Function
- c. Using Excel's SEARCH() Function
- d. Using Excel's CONCATENATE() Function

03

CHAPTER

INSERTING CONTENTS TO WORKSHEET

1. Inserting Images and Shapes into an Excel Worksheet

- a. Inserting Images
- b. Inserting Excel Shapes
- c. Formatting Excel Shapes
- d. Working with Excel SmartArt

2. Creating Basic Charts in Excel

- a. Creating an Excel Column Chart
- b. Working with the Excel Chart Ribbon
- c. Adding and Modifying Data on an Excel Chart



1.5
HRS



5.5
HRS

- d. Formatting an Excel Chart
- e. Moving a Chart to another Worksheet
- f. Working with Excel Pie Charts

04

CHAPTER

ADVANCED EXCEL CONCEPTS



2.5
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6.5
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1. Working with an Excel List

- a. Sorting a List Using Single Level Sort
- b. Sorting a List Using Multi-Level Sorts
- c. Using Custom Sorts in an Excel List
- d. Filter an Excel List Using the AutoFilter Tool
- e. Creating Subtotals in a List
- f. Format a List as a Table
- g. Using Conditional Formatting to Find Duplicates
- h. Removing Duplicates

2. Excel Data Validation

- a. Creating a Validation List
- b. Adding a Custom Validation Error
- c. Dynamic Formulas by Using Validation Techniques

3. Importing and Exporting Data

- a. Importing Data from Text Files
- b. Importing Data from Microsoft Access
- c. Exporting Data to a Text File

4. Working with Large Sets of Excel Data

- a. Using the Freeze Panes Tool
- b. Grouping Data (Columns and/or Rows)
- c. Print Options for Large Sets of Data
- d. Linking Worksheets (3D Formulas)
- e. Consolidating Data from Multiple Worksheets

05

CHAPTER

PIVOT TABLES & MACROS

1. Excel PivotTables

- a. Creating an Excel PivotTable
- b. Modifying Excel PivotTable Calculations
- c. Formatting PivotTable Data
- d. Drilling Down into PivotTable Data
- e. Creating Pivot Charts
- f. Filtering PivotTable Data
- g. Filtering with the Slicer Tool

2. Working with Excel's PowerPivot Tools

- a. Why PowerPivot?
- b. Activating the Excel PowerPivot AddIn
- c. Creating Data Models with PowerPivot
- d. Creating PivotTables based on Data Models
- e. PowerPivot Calculated Fields
- f. PowerPivot KPIs



3. Protecting Excel Worksheets and Workbooks

- a. Protecting Specific Cells in a Worksheet
- b. Protecting the Structure of a Workbook
- c. Adding a Workbook Password

4. Automating Repetitive Tasks in Excel with Macros

- a. Understanding Excel Macros
- b. Activating the Developer Tab in Excel
- c. Creating a Macro with the Macro Recorder
- d. Editing a Macro with VBA
- e. Creating Buttons to Run Macros

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