



# MS EXCEL ESSENTIALS

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In today's evolving business environment, all organizational functions need to work on complex spreadsheets representing financial results, budgets, forecasts, and plans. As a result, Microsoft Excel has become an integral data processing and analyzing tool for making critical business decisions.

Since Microsoft Excel is domain and department-agnostic, a strong working knowledge of the software can help professionals & students add immense value in their profiles.



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# Course Content

## Module 1: Excel Functions 1

1. Introduction to Excel
2. Fundamentals of Excel
3. Cell Freezing and Referencing
4. Paste Special
5. Conditional Formatting
6. Sorting, Filter, SUM and SUMIF
7. COUNT, COUNTIF and COUNTIFS
8. Average, Max, Min, Median and CAGR

## Module 2: Excel Functions 2

9. Rounding Function – ROUNDUP and ROUNDDOWN
10. Text Functions
11. Advance
12. Charts
13. Group and Ungroup
14. Subtotal
15. Sum Product

## Module 3: Excel Functions 3

16. Large and Small
17. Text to Column
18. What if analysis – Data Table
19. IRR and NPV
20. PPS – Choose Function
21. Transpose
22. Pivot Table
23. Analytics

## Module 4: Excel Functions 4

24. Query Editor
25. Power Query 2
26. Power Query 3
27. Power Query 4
28. Index and Constitutional Columns
29. Grouping and Aggregating Data
30. Power Query 5

## Module 1: Excel Functions 5

31. Introduction to Data Models
32. Primary Key, Foreign Key, Data table and Lookup
33. Creating Relationships
34. Hierarchies
35. Power Pivot
36. Dashboards



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Grant Thornton & NSE Academy, self-paced courses are designed to impart practical knowledge and skills to the learners. The programs are helpful to those individuals who aim to build or advance careers in specialized domains like Finance & advanced technologies like Blockchain, Analytics, Cyber Security, and Taxation.

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