

MS-Excel Basic

Course Objective

Build a strong foundation in MS-Excel by learning essential tools, formulas, formatting, and data handling techniques required for day-to-day office and business tasks. By the end of this course, participants will be able to confidently use MS-Excel for daily office work, data handling, basic analysis, reporting, and charts.

TARGET AUDIENCE Beginners / Office Users / College & Business School Students / Small Business Owners	DURATION Weekdays: 15 Days x 1 hour Weekend: 7-8 Days x 2 hours
TRAINING MODE <ul style="list-style-type: none"> • Online • Classroom • Corporate - Inhouse 	PREREQUISITE Basic computer and MS-Excel operational knowledge.
COURSE DELIVERABLES <ul style="list-style-type: none"> • Practice files • Real-world examples • Certificate of completion • Post-training support 	OUTCOME / SKILLS GAINED <ul style="list-style-type: none"> • Confident MS-Excel usage • MS-Excel functions • Faster data handling • Basics of data analysis • Professional reports & charts

MODULE 1: INTRODUCTION TO MS-EXCEL

<ul style="list-style-type: none"> • What is MS-Excel • Types of workbooks (xlsx, xlsm, csv, xls, etc.) • MS-Excel interface overview: <ul style="list-style-type: none"> ○ Ribbon, Tabs, Group ○ QAT, etc. 	<ul style="list-style-type: none"> • Rows, Columns, Cells and Ranges • Types of Cells References • Data types in MS-Excel <ul style="list-style-type: none"> ○ Text, Numbers, Percentage, Date, Currency, Custom
Hands-on-Practice: Create a simple worksheet, enter and edit data professional way.	

MODULE 2: DATA ENTRY & FORMATTING

<ul style="list-style-type: none"> • Basics of creating professional reports • Thumb rule for data formatting • Editing cell content i.e. multiple formatting to data in single cell 	<ul style="list-style-type: none"> • Alignment, Wrap Text, Merge • Number formatting (Data, Currency, Percentage, etc.) • Borders and Styles
Hands-on-Practice: Create a formatted employee data, sales data sheet.	

MODULE 3: BASIC FORMULAS & FUNCTIONS

<ul style="list-style-type: none"> • Difference between formula and function • Syntax of writing MS-Excel functions • Hardcore and Cell linking value • AutoSum feature 	<ul style="list-style-type: none"> • MS-Excel functions: <ul style="list-style-type: none"> ○ SUM, COUNT, COUNTA, AVERAGE, MAX, MIN, UPPER, LOWER, PROPER, LEN, LEFT, RIGHT, IF, VLOOKUP, HLOOKUP
Hands-on-Practice: Salary Calculations, Income & Expense Sheet, Sales Profit & Loss sheet.	

MODULE 4: DATA MANAGEMENT BASIC TOOLS

<ul style="list-style-type: none"> • Sorting Data (single and multiple columns) • Filter data (single and multiple columns) • Find & Replace • Data Validation (Basic) • Removing Duplicates 	<ul style="list-style-type: none"> • Name Manager • Conditional Formatting (Basic) • Working with multiple windows • Freeze Panes • Working with objects
Hands-on-Practice: Master and transaction data management.	

MODULE 5: CHARTS & BASIC REPORTING

<ul style="list-style-type: none"> • Introduction to charts • Types of charts: <ul style="list-style-type: none"> ○ Column, Bar, Line, Pie • Creating & modifying charts • Charts elements (Title, labels, legends, etc.) 	<ul style="list-style-type: none"> • Professional data preparation, data collection & summarization • Creating professional reports • Basics of creating dashboard • Creating simple dashboard
Hands-on-Practice: Sales charts, expense charts, product wise sales comparison chart	

MODULE 6: PAGE SETUP, PRINTING & SHARING

<ul style="list-style-type: none"> • Page layout settings • Scaling and margins • Headers & Footers • Print Titles 	<ul style="list-style-type: none"> • Print area selection • Print preview • Exporting to PDF • Sharing Excel files safely
--	---

MODULE 7: REVISION & CONSOLIDATION

<ul style="list-style-type: none"> • Real-life case studies • Practice assignments revision & doubts • Common MS-Excel mistakes 	<ul style="list-style-type: none"> • Common Errors with MS-Excel Functions • Career guidance & interview preparation • Q&A session
--	---

Why Choose Us?	Few Corporate Client References
<ul style="list-style-type: none"> ✓ Trusted by 10,000+ learners – PAN India, USA, Europe, UAE ✓ Practical, job-oriented training ✓ Real-world office & business examples ✓ Experienced trainer with industry exposure ✓ Small batches & personalized attention ✓ Post-training support 	<ul style="list-style-type: none"> • Bharat Forge Limited • KSB Tech Pvt. Ltd. • International School of Management & Research (ISMR) • MSINDIA Health Insurance TPA Pvt. Ltd. • HUSCO Hydraulics Pvt. Ltd. • Francois Compressors India Pvt. Ltd. • NORD Drivesystems Pvt. Ltd. • Equilibrium Solutions Pvt. Ltd. • ITESKUL • Green Packaging Industries Pvt. Ltd. • Flexibility HR Solutions Pvt. Ltd. • Astro MedTech Pvt. Ltd. • Indus Towers Limited • BDG Metals & Power Limited • MTech Innovations Limited • NSDM India
FAQ	
<p>If I miss any session?</p> <p>No worries. We track the progress of every participant. Missed session can be covered later through a backup session or by joining another batch free of cost.</p> <p>Do I get course material?</p> <p>Yes, participants receive course material in PDF format along with practice data sheets.</p> <p>Is course fee refundable?</p> <p>Yes. The first session is treated as a demo and is eligible for a 100% refund with no questions asked. After the first session, fees are non-refundable under any circumstances.</p>	<p>visit our website for more details</p>

Queries / enrollment / customization, please contact:

+91 8600090001 | +91 8600790001 | info@jmdexcelsolutions.in