



CA Purushottam Aggarwal Sir

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## **SYLLABUS OF EXCEL PROGRAM**

### **2 Package – Basic Package & Advanced Package**

#### **BASIC PACKAGE**:- Starting with **Why Excel Evolved**

1. How to create a workbook (New workbook, open previous workbook, meaning of Save & Save As)
2. Basic structure of Excel Sheet (Nos. of Rows & Columns)
3. How to add new sheet & delete previous sheet & renaming of sheet & insert a new row & column & Hide & Unhide the row & column
4. Understanding of different tabs in excel
5. Understanding of basic functions & command (Home Tab) –
  - 1) Copy & paste
  - 2) Cut & paste
  - 3) Do & undo
  - 4) Conditional Formatting
  - 5) Format as Table
  - 6) Cell Styles
  - 7) Insert, Delete and Format
  - 8) Auto Sum
  - 9) Sorting
  - 10) Filter
  - 11) Find, Replace, Go to
  - 12) Data Validation



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6. Understanding of basic functions & command (Insert Tab)

- 1) Pivot table
- 2) Table
- 3) Picture
- 4) Shapes
- 5) Smart art
- 6) Charts
- 7) Hyperlink
- 8) Text – Stylish

7. Understanding of basic functions & command (Pagelayout Tab)

- 1) Themes
- 2) Page Set up
- 3) Sheet options

8. Understanding of basic functions & command (Formulas Tab)

- 1) Financial Functions
- 2) Logical functions
- 3) Date & Time
- 4) Look Up
- 5) Other Functions
- 6) Trace Precedents / dependents
- 7) Show formulas

9. Understanding of basic functions & command (Data Tab)

- 1) Get External Data
- 2) Data connections
- 3) Sort & Filter
- 4) Data tools e.g. text to column, remove duplicate, data validation



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- 5) Group & ungroup
- 10. Understanding of basic functions & command (Review Tab)
  - 1) Protection of work sheet
- 11. Understanding of basic functions & command (View Tab)
  - 1) Freeze Panes (Top Row OR First Column)
  - 2) Macros
- 12. Paste special
- 13. Formulas to learn
  - 1) Average
  - 2) Max
  - 3) Min
  - 4) Sum
  - 5) Count
  - 6) Vlookup
  - 7) Count
  - 8) And
  - 9) OR
  - 10) IF
  - 11) Proper
  - 12) Concatenate
  - 13) Many more

### **ADVANCED PACKAGE**

- 1. Indepth Understanding of formulas & functions
  - 1) Filter
  - 2) Conditional formatting



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- 3) Text to Column
- 4) Transpose
- 5) Data validation
- 6) Sumif
- 7) Sumproduct
- 8) And
- 9) Countif
- 10) Counifs
- 11) OR
- 12) Trim
- 13) NPV
- 14) IRR
- 15) Hlookup
- 16) Macros
- 17) Sumif
- 18) Len
- 19) Left
- 20) Right
- 21) Now
- 22) Find

## **23) Many other formulas**

### **2. Combination of many functions**

3. How to freeze row on printing
4. How to calculate EMI of Home Loan



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