

Raj Global Technical Institute

Accredited by National Institute of Electronics & Information Technology (NIELIT),
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Information Booklet cum Syllabus Basic to Advanced Excel Course

Course Duration

3 – 6 Months



January 2026

Eligibility

- Minimum Qualification: **10+2 or equivalent**
 - Basic computer knowledge
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Course Objectives – Microsoft Excel (Basic to Advanced)

- To provide a strong foundation in Microsoft Excel and its practical applications in daily work.
 - To enable students to understand and efficiently use worksheets, workbooks, and data entry techniques.
 - To develop skills in formatting data and creating well-structured, professional spreadsheets.
 - To teach the use of formulas and functions for accurate calculations and data analysis.
 - To help learners manage and organize large datasets using sorting, filtering, and tables.
 - To introduce logical and advanced functions such as IF, VLOOKUP, and INDEX-MATCH for decision-making tasks.
 - To build the ability to visualize data using charts and graphs for better understanding and presentation.
 - To train students in creating Pivot Tables and Pivot Charts for data summarization and reporting.
 - To enhance analytical skills using data analysis tools like What-If Analysis and forecasting.
 - To introduce automation techniques using Macros and basic VBA concepts.
 - To develop professional skills in creating dashboards and MIS reports.
 - To prepare students for real-world job roles in accounts, office management, data analysis, and administration.
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Basic to Advanced Excel Syllabus

Module 1: Introduction to Excel (Basic Level)

- Introduction to Microsoft Excel
- Excel interface (Ribbon, Tabs, Groups)
- Workbook & Worksheet basics

- Rows, Columns, Cells
 - Data entry (text, numbers, dates)
 - Saving, opening, and closing files
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● **Module 2: Basic Formatting**

- Font formatting (size, color, bold, italic)
 - Cell formatting (alignment, borders, fill color)
 - Number formatting (currency, percentage, date)
 - Format Painter
 - Row height & column width adjustment
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● **Module 3: Basic Formulas & Functions**

- Introduction to formulas (=)
 - Arithmetic operations (+, -, *, /)
 - Basic functions:
 - SUM
 - AVERAGE
 - COUNT
 - MIN / MAX
 - AutoFill & Flash Fill
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● **Module 4: Intermediate Excel**

Data Handling

- Sorting & Filtering
- Remove duplicates
- Data validation (drop-down lists)

Conditional Formatting

- Highlight cells rules
- Color scales & data bars

Functions (Intermediate)

- IF function
 - COUNTIF / SUMIF
 - LEFT, RIGHT, MID
 - LEN, TRIM
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● Module 5: Working with Tables

- Creating tables
 - Table formatting
 - Structured references
 - Table sorting & filtering
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● Module 6: Charts & Visualization

- Types of charts:
 - Column, Bar, Line, Pie
 - Creating and customizing charts
 - Chart formatting
 - Sparklines
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● Module 7: Advanced Functions

- VLOOKUP / HLOOKUP
 - XLOOKUP (latest Excel)
 - INDEX + MATCH
 - IFERROR
 - Nested formulas
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● **Module 8: Pivot Tables & Pivot Charts**

- Creating Pivot Tables
 - Data summarization
 - Grouping data
 - Pivot Charts
 - Slicers & Timelines
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● **Module 9: Data Analysis Tools**

- What-If Analysis:
 - Goal Seek
 - Scenario Manager
 - Data Tables
 - Forecasting basics
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● **Module 10: Advanced Excel Tools**

- Named ranges
 - Advanced filtering
 - Text to Columns
 - Consolidation
 - Remove blanks & errors
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● **Module 11: Macros & Automation**

- Introduction to Macros
 - Recording macros
 - Basic VBA (Visual Basic for Applications)
 - Automating tasks
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● **Module 12: Power Tools (Professional Level)**

- Introduction to Power Query
 - Data cleaning & transformation
 - Power Pivot basics
 - Data modeling
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Module 13: Dashboard & Reporting

- Creating interactive dashboards
 - Using charts + pivot tables together
 - KPI reports
 - Data visualization techniques
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Final Project

- Create a complete Excel Dashboard
 - Real-world project (Sales / Inventory / Student Data)
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Certification

After successful completion of the course, students will receive **Basic to Advanced Excel** from **Raj Global Technical Institute**.

Career Opportunities

After completing this course, students can work as:

- Work confidently in Excel
- Analyze large datasets
- Create professional reports & dashboards
- Automate repetitive tasks