

BASIC & ADVANCED MICROSOFT-EXCEL

MOU BETWEEN NICT COMPUTER EDUCATION PVT LTD AND
MAHARANI LAKSHMI AMMANI WOMEN'S COLLEGE.



MOU



Kiran Kumar P S – Director of NICT Computer Education
MOBILE: 76762 12345 | WWW.NICTEDUCATION.COM

2019-20

Head of Dept. orce
Dept. of Commerce
Maha. G. Jaram
Sudhakar S. Jaram
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560 012

NICT Computer Education Pvt Ltd

Authorized Tally & Microsoft Assessment & Training Partner
791, 9th Main Road, 4th Block West,
Jayanagar, Bangalore - 560 011. India.
Phone: +91 80 22443347 / 41210488
Mobile: +91 76762 12345
email: kirankumar@nicteducation.com

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MOU – Memorandum of Understanding

PROFILE OF ORGANISATION

About NICT

NICT was established in the year 1996 in Bangalore, to impart high quality IT Education at an affordable cost.

NICT has 12 Training centers in Bangalore and 40 training centers across India. NICT is associated with more than 80 colleges in Bangalore.

NICT is an ISO 9001:2008 Certified Organization and official training & Assessment partners of Tally, Microsoft Office, Autodesk, COREL and KEONICS. NICT is registered under Government of Karnataka, Department of Collegiate Education.

NICT has trained and certified more than 10 lac students and the certified students are placed in many prestigious companies like Infosys, Wipro, Satyam Mahindra, Cap Gemini, Reliance, Birla group of companies, TCS and etc.

NICT expertise is not limited to IT Education but also extended to VEDIC Maths (to find solutions in less than 30 seconds), Personality Development, Soft skills, Hardware & Networking, Multimedia & Animations and live projects for BCI and Engineering Students.

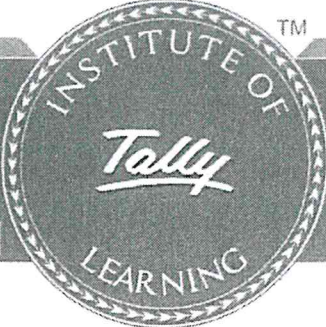
Tally Education Pvt Ltd (TEPL), established under the purview of Tally Solutions (the creators of Tally.ERP 9), intends to empower the current and next generation employees to contribute in a greater measure to their work, TEPL envisions to be the premier solution provider for all manpower related challenges of SME & MNC companies. To meet this industry demand for Tally.ERP 9 trained professionals and to bridge the gap between Education & placement.

Microsoft Office Certification gives the students the tools to build a brighter future. Student gains valuable Microsoft Office Computing Skills & achieve industry-recognized certification. This assures employers of the student quality and differentiates your students from other students.

Bushara B.

111 B 604
(in fee)

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COMPUTER EDUCATION
info@nicteducation.com

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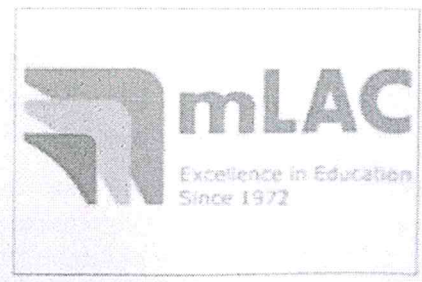
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Word Excel Power Point

GST Using Tally.ERP9

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Sushena B.

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email: kirankumar@nicteducation.com

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1. PROGRAM OBJECTIVES

To provide Verifiable Certificate Courses to the students and Bridge the gap between the College Education and ever changing Industry requirements.

2. DELIVERY METHODOLOGY

Using Licenced software and training the students with online training methodologies using Computers. Students will be exposed to real time case studies and Industry assignments.

3. RESOURCE PERSON

NICT has 50+ certified resource persons having, 5+ years of experience in training the students in Tally.ERP 9, Microsoft Certificate course and Google Certificate Assessments.

4. OUTCOME ASSESSMENT PLAN

Every student gets a Verifiable certificate issued by Tally, Microsoft or Google on successful completion of the course and taking the online assessments in the college campus.

5. PROGRAM Duration & FEE (per student).

Sem	Name the Course	Duration	Certificate	Fee (Per Student) Inclusive GST
1	GST Using Tally.ERP9	30 Hours	NICT COMPTUER EDUCATION.	Rs 1,500/-

6. TRAINING TIME-TABLE

Trainers will be available 5 minutes before the commencement of the training and will be available as per the college Time-Table.

7. COURSE CONTENTS

Refer broacher for detailed course contents and syllabus.

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MOU – Memorandum of Understanding Between:

M/s: NICT Computer Education Pvt Ltd, represented by its Managing Director Mr. P S Kiran Kumar having its office at # 791, 9th Main Road, 4th Block West, Jayanagar, Bangalore – 560 011. Email: kirankumar@nicteducation.com, Mobile: +91 76762 12345, Phone: +91 80 22443347.

And:

M/s: Maharani lakshmi ammani womens's college, represented by its Principal Mr. _____ having its office at Margosa Rd, Malleshwaram West, Bengaluru, Karnataka 560003. Email: _____ Phone: +91 80 23349311.

Date of MOU given on: 28th May 2018.

Name of the MOU: Integrated College Programme.

Academic Year: 2018 – 2019.

Syllabus: As per the broacher enclosed.

Course Materials: Books and Digital Content will be issued By Nict Computer Education.

Sushant B.

NICT Computer Education Pvt Ltd

Authorized Tally & Microsoft Assessment & Training Partner

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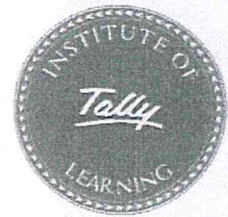
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5. PROGRAM Duration & FEE (per student).

Sem	Name the Course	Duration	Certificate	Fee (Per student) Inclusive GST
1	BASIC & ADVANCED MICROSOFT - EXCEL	30 hours	COLLEGIATE EDUCATION.	Rs 2,500/-

6. TRAINING TIME-TABLE

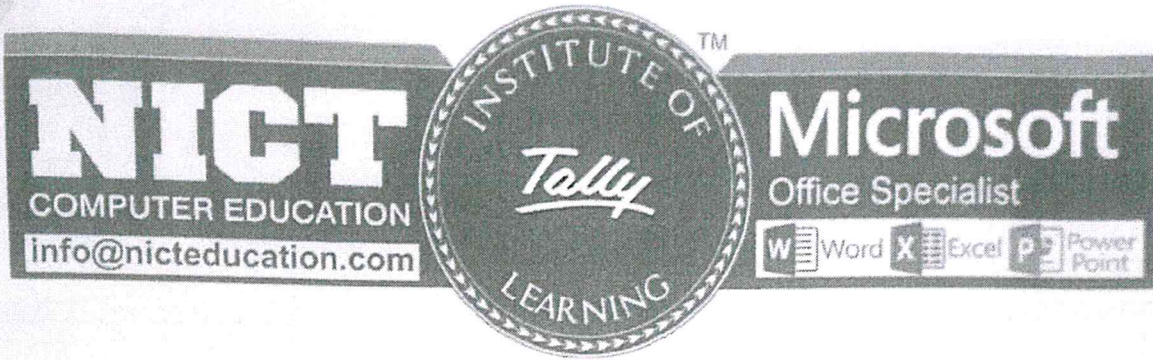
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Head of Dept.
Dept. of Commerce
MLACW
Malleswaram
BANGALORE - 560 012



Payment Terms:

50% before commencement of the Course

50% after completion of 50% of the course.

Bank details for payment:

Name: Edify Institute of Computers.

A/c No: 38327463990

IFSC Code: SBIN0011352

Branch: Richmond Town, Bangalore

Bank Name: State Bank of India



Proposal given by NICT from the Desk of Kiran Kumar - Admin Director

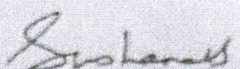
Mobile: 76762 12345, email: info@nicteducation.com

For additional details please feel free to contact Mr. Rakshith - Center Head

Mobile: 99641 94324, email: br@nicteducation.com

Signed on this day by both the parties under their official seal.


NICT Computer Education



Maharani Lakshmi Ammanni Women's College
Maharani Lakshmi Ammanni
College for Women
Malleswaram, Bangalore-12

Head of Dept.
Dept. of Commerce
MLACW
Malleswaram
BANGALORE-560012



NICT Computer Education Pvt Ltd

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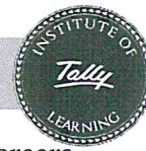
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Tally

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TallyPRO

Tally.ERP 9 with **GST**



NICT
COMPUTER EDUCATION

18 Chapters

This **Advanced Level** certification from Tally is for candidates aspiring for growth in their careers.

Candidates passing the online assessment will earn a verifiable certificate from Tally.

TallyPRO will help certified candidate take a significant shift in the career and prepares to handle mid-level positions in an organization.

Every Students get a TallyPRO (Vol 1 & 2) Course Material which is GST Ready, the Official Book from Tally

Certification Type: Verifiable Certificate Issued by Tally.

Course Material: Printed & Published by Tally. (TallyPRO Volume 1 & 2)

Chapter 1: Fundamentals of Accounting - Introduction, Accounting Terms, Accounting Assumptions, Concepts & Principles Assumptions, Concepts, Principles, Double Entry System of Accounting, Types of Accounts, Golden Rules of Accounting, Source Documents for Accounting, Key Takeaways, Practice Exercise

Chapter 2: Journalising and Posting of Transaction - Introduction, Recording of Business Transactions, The Accounting Equation, Recording of Transactions in Books of Original Entry/Journal, Use of Debit and Credit, Rules of Debit & Credit, Recording of Business Transactions in Journal, Ledger, Need for Ledger, Differences between a Journal and a Ledger, Classification of Ledger Accounts, Posting from Journal, Trial Balance, Methods of Preparation, Subsidiary Books & Control Accounts, Cash Book, Single Column Cash Book, Double Column Cash Book, Three Column Cash Book, Petty Cash Book, Purchase Book, Purchase Return Book, Sales Book, Sales Return Book, Journal Proper, Control Accounts, Financial Statements, Trading and Profit & Loss Account, Trading Account, Profit & Loss Account, Balance Sheet, Types of Assets and Liabilities included in Balance Sheet Key Takeaways, Practice Exercises.

Chapter 3: Maintaining Chart of Accounts in Tally.ERP9 Introduction- Getting Started with Tally.ERP 9, Mouse/Keyboard Conventions, Company Creation, Shut a Company, Select a Company, Alter Company Details, Company Features and Configurations, Company Features, F12: Configuration, Chart of Accounts, Ledger, Group, Ledger Creation, Single Ledger Creation, Multi Ledger Creation, Altering and Displaying Ledgers, Group Creation, Single Group Creation Multiple Group Creation, Displaying Groups and Ledgers, Displaying Groups, Display of Ledgers, Deletion of Groups and Ledgers, Key Takeaways, Shortcut Keys, Practice Exercises

Chapter 4: Fundamentals of Inventory Management - Introduction, Inventory Management, Terms Used in Inventory Management, Inventory Valuation Different Types of Inventory Valuation, Inventory Management in Tally.ERP 9, Conclusion, Practice Exercise

Chapter 5: Maintaining Stock Keeping Units (SKU)- Introduction, Inventory Masters in Tally.ERP 9, Creating Inventory Masters, Creation of Stock Group, Creation of Units of Measure, Creation of Stock Item, Creation of Godown, Defining of Stock Opening Balance in Tally.ERP 9, Stock Category, Reports, Key Takeaways, Shortcut Keys, Practice Exercises

Chapter 6: Recording Day-to-Day Transactions in Tally.ERP 9 - Business Transactions, Source Document for Voucher, Recording Transactions in Tally.ERP 9, Accounting Vouchers, Receipt Voucher (F6), Contra Voucher (F4), Payment Voucher (F5), Purchase Voucher (F9), Sales Voucher (F8), Debit Note Voucher, Credit Note (Ctrl+F8), Journal Voucher (F7), Receipt Note Voucher, Delivery Note Voucher, Rejection In Voucher, Rejection Out Voucher Stock Journal Voucher, Physical Verification of Stocks, Conclusion, Key Takeaways, Shortcut Keys, Practise Exercises

Chapter 7: Accounts Receivable and Payable Management - Introduction, Accounts Payable and Receivable, Maintaining Bill-wise Details, Activation of Maintaining Bill-wise Details Feature, New Reference, Against Reference, Advance Reference On Account, Credit Limit, Activate Credit Limit, Setting Credit Limits, Exceeding Credit Limits, Exception to Credit Limits Payment Performance of Debtors, Changing the Financial Year in Tally.ERP 9, Conclusion, Key Takeaways, Shortcut Keys, Practice Exercises

#43, 16th Cross, 4th Main Road, Sampangiram Nagar, Bangalore - 560 027.

visit us @ nicteducation.com

Contact us at info@nicteducation.com

Handwritten signature
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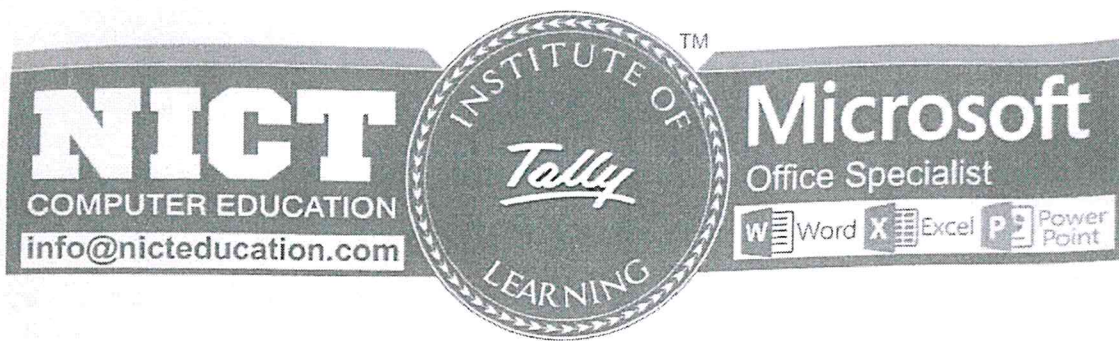
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Syllabus Contd..



Head of Dept.
Dept. of Commerce
MALLASWARAM
BANGALORE - 560 019



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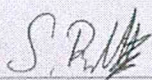

Branch: Richmond Town, Bangalore

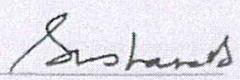
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Maharani Lakshmi Ammani Women's College
PRINCIPAL
Maharani Lakshmi Ammani
College for Women
Malleswaram, Bangalore-12

Head of Dept.
Dept. of Commerce



M.L.A.C.W.
Malleswaram
BANGALORE - 560 012

Excel: Core Data Analysis, Manipulation, and Presentation; Learn - Practice - Certify

Create Worksheets and Workbooks

- 1.1.1 Create a workbook
- 1.1.2 Import data from a delimited text file
- 1.1.3 Add a worksheet to an existing workbook
- 1.1.4 Copy and move a worksheet

Navigate in Worksheets and Workbooks

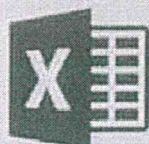
- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to a named cell, range, or workbook element
- 1.2.3 Insert and remove hyperlinks

Format Worksheets and Workbooks

- 1.3.1 Change worksheet tab color
- 1.3.2 Rename a worksheet
- 1.3.3 Change worksheet order
- 1.3.4 Modify page setup
- 1.3.5 Insert and delete columns or rows
- 1.3.6 Change workbook themes
- 1.3.7 Adjust row height and column width
- 1.3.8 Insert headers and footers

Customize Options and Views for Worksheets and Workbooks

- 1.4.1 Hide or unhide worksheets
- 1.4.2 Hide or unhide columns and rows
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Change workbook views
- 1.4.5 Change window views
- 1.4.6 Modify document properties
- 1.4.7 Change magnification by using zoom tools
- 1.4.8 Display formulas



Excel

Configure Worksheets and Workbooks for Distribution

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Print all or part of a workbook
- 1.5.4 Set print scaling
- 1.5.5 Display repeating row and column titles on multipage worksheets
- 1.5.6 Inspect a workbook for hidden properties or personal information
- 1.5.7 Inspect a workbook for accessibility issues
- 1.5.8 Inspect a workbook for compatibility issues

Insert Data in Cells and Ranges

- 2.1.1 Replace data
- 2.1.2 Cut, copy, or paste data
- 2.1.3 Paste data by using special paste options
- 2.1.4 Fill cells by using Auto Fill
- 2.1.5 Insert and delete cells

Format Cells and Ranges

- 2.2.1 Merge cells
- 2.2.2 Modify cell alignment and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats
- 2.2.7 Apply cell styles

Summarize and Organize Data

- 2.3.1 Insert sparklines
- 2.3.2 Outline data
- 2.3.3 Insert subtotals
- 2.3.4 Apply conditional formatting

Create and Manage Tables

- 3.1.1 Create an Excel table from a cell range
- 3.1.2 Convert a table to a cell range
- 3.1.3 Add or remove table rows and columns

Manage Table Styles and Options

- 3.2.1 Apply styles to tables
- 3.2.2 Configure table style options
- 3.2.3 Insert total rows

Filter and Sort a Table

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns
- 3.3.3 Change sort order
- 3.3.4 Remove duplicate records

Summarize Data by using Functions

- 4.1.1 Insert references
- 4.1.2 Perform calculations by using the SUM function
- 4.1.3 Perform calculations by using MIN and MAX functions
- 4.1.4 Perform calculations by using the COUNT function
- 4.1.5 Perform calculations by using the AVERAGE function

Perform Conditional Operations by using Functions

- 4.2.1 Perform logical operations by using the IF function
- 4.2.2 Perform logical operations by using the SUMIF function
- 4.2.3 Perform logical operations by using the AVERAGEIF function
- 4.2.4 Perform statistical operations by using the COUNTIF function

Format and Modify Text by using Functions

- 4.3.1 Format text by using RIGHT, LEFT, and MID functions
- 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
- 4.3.3 Format text by using the CONCATENATE function

Create Charts

- 5.1.1 Create a new chart
- 5.1.2 Add additional data series
- 5.1.3 Switch between rows and columns in source data
- 5.1.4 Analyze data by using Quick Analysis

Format Charts

- 5.2.1 Resize charts
- 5.2.2 Add and modify chart elements
- 5.2.3 Apply chart layouts and styles
- 5.2.4 Move charts to a chart sheet

Insert and Format Objects

- 5.3.1 Insert text boxes and shapes
- 5.3.2 Insert images
- 5.3.3 Modify object properties
- 5.3.4 Add alternative text to objects for accessibility



Advance Excel
Expert Excel

Manage Workbook Options & Settings

- 1.1 Manage Workbooks
- 1.2 Manage Workbook Review

Apply Custom Data Formats & Layouts

- 2.1 Apply Custom Data Formats & Validation
- 2.2 Apply Advanced Conditional Formatting & Filtering
- 2.3 Create & Modify Custom Workbook Elements
- 2.4 Prepare a Workbook for Internationalization

Create Advanced Formulas

- 3.1 Apply Functions in
- 3.2 Look up Data by using Functions
- 3.3 Apply Advanced Date & Time Functions
- 3.4 Perform Data Analysis & Business Intelligence
- 3.5 Troubleshoot Formulas
- 3.6 Define Named Ranges & Objects

Create Advanced Charts & Tables

- 4.1 Create Advanced Charts
- 4.2 Create & Manage Pivot Tables
- 4.3 Create & Manage Pivot Charts
- 4.4 Apply Advanced concepts of Macros

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Phone: 844 844 9617

Tally

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TallyPRO

Tally.ERP 9 with GST



This **Advanced Level** certification from Tally is for candidates aspiring for growth in their careers.

Candidates passing the online assessment will earn a verifiable certificate from Tally.

TallyPRO will help certified candidate take a significant shift in the career and prepares to handle mid-level positions in an organization.

Every Students get a TallyPRO (Vol 1 & 2) Course Material which is GST Ready, the Official Book from Tally

Certification Type: Verifiable Certificate Issued by Tally.

Course Material: Printed & Published by Tally. (TallyPRO Volume 1 & 2)

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COMPUTER EDUCATION

18 Chapters

Chapter 1: Fundamentals of Accounting - Introduction, Accounting Terms, Accounting Assumptions, Concepts & Principles Assumptions, Concepts, Principles, Double Entry System of Accounting, Types of Accounts, Golden Rules of Accounting, Source Documents for Accounting, Key Takeaways, Practice Exercise

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Chapter 3: Maintaining Chart of Accounts in Tally.ERP9 Introduction- Getting Started with Tally.ERP 9, Mouse/Keyboard Conventions, Company Creation, Shut a Company, Select a Company, Alter Company Details, Company Features and Configurations, Company Features, F12: Configuration, Chart of Accounts, Ledger, Group, Ledger Creation, Single Ledger Creation, Multi Ledger Creation, Altering and Displaying Ledgers, Group Creation, Single Group Creation Multiple Group Creation, Displaying Groups and Ledgers, Displaying Groups, Display of Ledgers, Deletion of Groups and Ledgers, Key Takeaways, Shortcut Keys, Practice Exercises

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Sushana B.
Head of Dept.

Contd..

Dept. of Commerce

Principal

Principal

Principal

Principal

Principal

Principal

Chapter 8: Banking - Introduction, Banking Payments, Setting up Banking Features, Cheque Management, Cheque Printing, Single Cheque Printing, Multi Cheque Printing, Cheque Register, Cancelled Cheque, Blank Cheque, Bank Reconciliation, Manual Bank Reconciliation, Auto Bank Reconciliation, Deposit Slip, Cash Deposit Slip, Cheque Deposit Slip, Payment Advice, Managing of Post-dated Cheques, Notional Bank, Post-dated Report, Handling e-Payments in Tally.ERP 9, e-Payments Report, Exporting e-Payment Transactions from e-Payments Report, Sending Payment Instructions to Bank, Updating the Bank Details Instantly in Tally.ERP 9, Conclusion, Key Takeaways, Shortcut Keys, Practice Exercises

Chapter 9: Allocation and Tracking of Expenses and Incomes - Cost Centre and Cost Categories, Activation of Cost Category and Cost Centre, Allocation of Expenses and Incomes using Cost Centre, Allocation of Expenses and Incomes using Cost Centre with Cost category, Allocation of expenses to multiple cost centres and cost categories, Automation of Cost Centre and Cost Categories while recording transactions Cost Centre Classes, Cost Centre, Reports, Category Summary, Cost Centre Break-up, Ledger Break-up, Group Break-up, Conclusion, Shortcut Keys, Practice Exercises

Chapter 10: MIS Reports - Advantages of Management Information Systems, Types of MIS Reports in Tally.ERP 9, MIS Reports in Tally. ERP 9, Trial Balance, Balance Sheet, Profit and Loss Account, Cash Flow Statement, Funds Flow Statement, Ratio Analysis, Books and Accounting Reports, Day Book, Receipts and Payments, Purchase Register, Sales Register, Bills Receivable and Bills Payable, Stock Summary, Stock Transfer, Movement Analysis, Ageing Analysis, Key Takeaways, Shortcut Keys, Practise Exercises

TallyPRO Vol II

Chapter 11 Storage and Classification of Inventory - Introduction, Godown Management, Activating Godown, Creating a Godown Allocation of Stock to Particular Godown while Defining Opening Balance, Recording of Purchase, Sales and Stock Transfers with Godown Details, Purchase of Inventory, Recording stock transfer entry using stock journal, Sale of Inventory, Maintaining Damaged Goods, Analysing Godown Summary and Stock Movement Reports, Stock Category, Activation of Stock Categories, Creating Stock Categories, Recording of Transactions, Movements of Goods in Batches/Lots - Batch wise details, Activating Batch-wise Details in Tally.ERP 9, Using Batch-wise Details in Purchase Invoice, Using Batch-wise Details in Sales Invoice, Expired Batch/Stock Transfer Batch Reports, Batch Vouchers Report, Batch Summary Report, Transfer Analysis report, Stock Valuation Methods, Configuration of Stock Valuation Method, Different Types of Costing Methods, Recording of Purchase and Sales Transactions, Stock Valuation based on FIFO Perpetual Method, Conclusion, Key Takeaways, Shortcut Keys

Chapter 12 Management of Purchase and Sales Cycles - Purchase Order Processing, Activating Order Processing in Tally.ERP 9, Sales Order Processing, Viewing Order Details, Display Columnar Orders & Stock Details, Sales order outstanding, Pre-closure of Order, Reorder Level, Display Reorder Status, Conclusion, Key Takeaways, Shortcut Keys, Practise Exercises

Chapter 13 Price Levels and Price Lists - Activating Price Lists and Defining of Price Levels, Creation of Price List, Using Price List Revise Price List, Conclusion, Key Takeaways, Shortcut Keys, Practice Exercises

Chapter 14 Manufacturing Process - Activating of Bill of Materials, Auto Listing of Components Using Bill of Materials, Accounting of Manufacturing Process in Tally.ERP 9, Transferring of Manufactured Goods from Storehouse to Showroom, Reports, Stock Journal Register, Transfer Analysis, Cost Estimation, Stock Ageing Analysis, Conclusion, Key Takeaways, Shortcut Keys, Practice Exercises

Chapter 15 Goods and Services Tax - Getting Started with GST (Goods), Advance adjustments and Entries (Goods, Getting Started with GST (Services), Advance adjustments and Entries (Services)

Chapter 16 Tax Deducted at Source (TDS)- Basic Concepts of TDS, TDS Process, TDS in Tally.ERP 9, Activation of TDS Feature in Tally.ERP 9, TDS Statutory Masters, Configuring TDS at Group Level, Configuring TDS at Ledger Level, Booking of Expenses in Purchase Voucher, Recording Transactions, Expenses Partly Subject to TDS, Booking Expenses and Deducting TDS Later, Accounting Multiple Expenses and Deducting TDS Later, Accounting for TDS on Advance Payments against Transport, TDS on Expenses at Lower Rate, TDS on Expenses at Zero Rate, Deducting TDS on Payments, Reversal of Expenses with TDS, Deducting TDS on Expenses with Inventory, Accounting TDS on Fixed Assets, Payment of TDS, TDS Reports, TDS Outstanding, E-Return

Chapter 17 - Securing Financial Information - Security Control, Activation of Security Control and Creation of Security Levels in Tally.ERP 9, Accessing the Company with Data Operator's User Account, Password Policy, TallyVault Password, Activation of TallyVault in Tally.ERP 9, Configuration of TallyVault Password while Creating the Company, Configuration of TallyVault Password for Existing Company, Benefits of TallyVault Password

Chapter 18 Data Management and Financial Year End Process - Backup and Restore, Export and Import of Data, E-Mailing in Tally.ERP 9, Printing Reports, Managing of Data during Financial Year End Process, Important Pre-Split Activity, Splitting of Data Key Takeaways, Shortcut Key, Practice Exercises

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Excel: Core Data Analysis, Manipulation, and Presentation; Learn - Practice - Certify

Create Worksheets and Workbooks

- 1.1.1 Create a workbook
- 1.1.2 Import data from a delimited text file
- 1.1.3 Add a worksheet to an existing workbook
- 1.1.4 Copy and move a worksheet

Navigate in Worksheets and Workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to a named cell, range, or workbook element
- 1.2.3 Insert and remove hyperlinks

Format Worksheets and Workbooks

- 1.3.1 Change worksheet tab color
- 1.3.2 Rename a worksheet
- 1.3.3 Change worksheet order
- 1.3.4 Modify page setup
- 1.3.5 Insert and delete columns or rows
- 1.3.6 Change workbook themes
- 1.3.7 Adjust row height and column width
- 1.3.8 Insert headers and footers

Customize Options and Views for Worksheets and Workbooks

- 1.4.1 Hide or unhide worksheets
- 1.4.2 Hide or unhide columns and rows
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Change workbook views
- 1.4.5 Change window views
- 1.4.6 Modify document properties
- 1.4.7 Change magnification by using zoom tools
- 1.4.8 Display formulas



Excel

Configure Worksheets and Workbooks for Distribution

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Print all or part of a workbook
- 1.5.4 Set print scaling
- 1.5.5 Display repeating row and column titles on multipage worksheets
- 1.5.6 Inspect a workbook for hidden properties or personal information
- 1.5.7 Inspect a workbook for accessibility issues
- 1.5.8 Inspect a workbook for compatibility issues

Insert Data in Cells and Ranges

- 2.1.1 Replace data
- 2.1.2 Cut, copy, or paste data
- 2.1.3 Paste data by using special paste options
- 2.1.4 Fill cells by using Auto Fill
- 2.1.5 Insert and delete cells

Format Cells and Ranges

- 2.2.1 Merge cells
- 2.2.2 Modify cell alignment and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats
- 2.2.7 Apply cell styles

Summarize and Organize Data

- 2.3.1 Insert sparklines
- 2.3.2 Outline data
- 2.3.3 Insert subtotals
- 2.3.4 Apply conditional formatting

Create and Manage Tables

- 3.1.1 Create an Excel table from a cell range
- 3.1.2 Convert a table to a cell range
- 3.1.3 Add or remove table rows and columns

Manage Table Styles and Options

- 3.2.1 Apply styles to tables
- 3.2.2 Configure table style options
- 3.2.3 Insert total rows

Filter and Sort a Table

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns
- 3.3.3 Change sort order
- 3.3.4 Remove duplicate records

Summarize Data by using Functions

- 4.1.1 Insert references
- 4.1.2 Perform calculations by using the SUM function
- 4.1.3 Perform calculations by using MIN and MAX functions
- 4.1.4 Perform calculations by using the COUNT function
- 4.1.5 Perform calculations by using the AVERAGE function

Perform Conditional Operations by using Functions

- 4.2.1 Perform logical operations by using the IF function
- 4.2.2 Perform logical operations by using the SUMIF function
- 4.2.3 Perform logical operations by using the AVERAGEIF function
- 4.2.4 Perform statistical operations by using the COUNTIF function

Format and Modify Text by using Functions

- 4.3.1 Format text by using RIGHT, LEFT, and MID functions
- 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
- 4.3.3 Format text by using the CONCATENATE function

Create Charts

- 5.1.1 Create a new chart
- 5.1.2 Add additional data series
- 5.1.3 Switch between rows and columns in source data
- 5.1.4 Analyze data by using Quick Analysis

Format Charts

- 5.2.1 Resize charts
- 5.2.2 Add and modify chart elements
- 5.2.3 Apply chart layouts and styles
- 5.2.4 Move charts to a chart sheet

Insert and Format Objects

- 5.3.1 Insert text boxes and shapes
- 5.3.2 Insert images
- 5.3.3 Modify object properties
- 5.3.4 Add alternative text to objects for accessibility



Advance Excel
Expert Excel

Manage Workbook Options & Settings

- 1.1 Manage Workbooks
- 1.2 Manage Workbook Review

Apply Custom Data Formats & Layouts

- 2.1 Apply Custom Data Formats & Validation
- 2.2 Apply Advanced Conditional Formatting & Filtering
- 2.3 Create & Modify Custom Workbook Elements
- 2.4 Prepare a Workbook for Internationalization

Create Advanced Formulas

- 3.1 Apply Functions
- 3.2 Look up Data by using Functions
- 3.3 Apply Advanced Date & Time Functions
- 3.4 Perform Data Analysis & Business Intelligence
- 3.5 Troubleshoot Formulas
- 3.6 Define Named Ranges & Objects

Create Advanced Charts & Tables

- 4.1 Create Advanced Charts
- 4.2 Create and Manage Pivot Tables
- 4.3 Create and Manage Pivot Charts
- 4.4 Understand Advanced concepts of Macros

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