

**SLOG SOLUTIONS PRIVATE LIMITED
TECHNOLOGY:
BASIC COMPUTER (MS OFFICE)
DURATION: 6 WEEKS**

Microsoft Word

- Create a new document.
- Open, save and print a document.
- Edit and format text.
- Change the page layout, background and borders.
- Insert headers and footers.
- Insert and edit tables.
- Insert clip art and pictures to documents.
- Perform a mail merge.
- Share and review shared document files.

Introduction to MS Excel and Understanding Basic Working with it

- Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets and
- Difference between Excel 2003, 2007, 2010 and 2013
- Saving Excel File as PDF, CSV and Older versions
- Using Excel Shortcuts with Full List of Shortcuts

- Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet
- Using Paste Special Options
- Formatting Cells, Rows, Columns and Sheets
- Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- Page Layout and Printer Properties
- Inserting Pictures and other objects in Worksheets

Working with Formulas/Functions

- Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc
- Logical Function: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc
- Database Functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc
- Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc

Information Functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc

Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc

- Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA etc
- Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc

Conditional Formatting

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Color Scales and Icon Sets in Conditional Formatting
- Creating New Rules and Managing Existing Rules

Data Sorting and Filtering

- Sorting Data A-Z and Z-A
- Using Filters to Sort Data
- Advance Filtering Options

Pivot Tables

- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table and Making Dynamic Pivot Tables

Pivot Charts

- Creating Pivot Charts
- Types of Pivot Charts and Their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts

VBA Macro

- Introduction to VBA Macro
- Recording Macro & Understanding Code Behind
- Editing, Writing VBA Code and Saving as Macro or Add-In
- Adding Add-Ins in Excel



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