

2 Days Short Term Course on MICROSOFT EXCEL FOR BEGINNERS

Session Plan

Day 1: Getting started with Microsoft Excel

- MS Excel workbook
- Tasks on templates
- Working with sheets
- Rows and columns (deleting, inserting, etc.)
- Cells (moving, cutting, formatting, etc.)
- Page Layout
- Calculation Functions

Day 2: Working with Data

- Types of formulas
- Basic Formulas
- Mathematics Formulas
- TRUE and FALSE statements
- IF statement
- VLOOKUP and HLOOKUP tables
- Visualization and Formatting Information

Who should attend

- Class XI -XII students

Course Details



Duration: 2 days (2 hours / day)



Registration Fee: ₹ 200/ student




Mode: Virtual (Zoom Platform)



e-Certificate of completion



Faculty Co-ordinators


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