

Excel Course Curriculum (4 Weeks)

Week 1: Excel Foundations

- Overview of Excel interface
- Entering and formatting data
- Using basic formulas (SUM, AVERAGE, COUNT)
- Cell referencing (absolute and relative)
- Saving and organizing workbooks

Week 2: Data Handling and Functions

- Sorting and filtering data
- Using IF, VLOOKUP, and CONCATENATE
- Data validation and dropdown lists
- Text-to-columns and flash fill
- Cleaning data with TRIM and CLEAN

Week 3: Visualizing Data

- Creating charts: column, pie, and line
- Customizing chart design and layout
- Using sparklines and conditional formatting
- Creating and formatting pivot tables
- Building simple dashboards

Week 4: Reporting and Productivity

- Creating templates and print-friendly reports
- Using named ranges and formulas auditing
- Protecting worksheets and locking cells
- Exporting reports to PDF
- Final project: build a functional report from raw data