



MICROSOFT EXCEL COURSE OUTLINE

Week	Class No.	Topics	Activities/Tools
Week 1	1	Introduction to Excel, Understanding the Interface, Basic Navigation	Presentation + Live Demo
	2	Entering and Editing Data, Formatting Cells and Worksheets	Hands-on Practice
	3	Basic Formulas (SUM, AVERAGE, COUNT, MAX, MIN), AutoSum	Hands-on: Formula Practice
Week 2	4	Relative, Absolute, and Mixed References	Hands-on: Reference Practice
	5	Working with Multiple Worksheets and Workbooks	Live Demo + Practice
	6	Project 1: Creating a Simple Budget Spreadsheet	Mini Project Submission
Week 3	7	Introduction to Functions (IF, VLOOKUP, HLOOKUP)	Visual Examples + Q&A
	8	Text Functions (CONCATENATE, LEFT, RIGHT, MID), Date & Time Functions	Hands-on: Function Application
	9	Conditional Formatting: Highlighting Data, Data Bars, Color Scales, Icon Sets	Hands-on Practice
Week 4	10	Sorting and Filtering Data, Advanced Filtering	Hands-on: Data Management
	11	Introduction to Charts: Column, Bar, Line, Pie Charts	Live Demo + Chart Creation
	12	Project 2: Data Analysis and Visualization with Charts	Presentation

Week 5	13	PivotTables: Introduction, Creating, Modifying	Live Demo + Practice
	14	PivotCharts: Visualizing PivotTable Data	Hands-on: PivotChart Creation
	15	Data Validation: Drop-down Lists, Input Messages, Error Alerts	Hands-on: Validation Challenge
Week 6	16	Introduction to Macros (Recording Basic Macros)	Live Demo + Practice
	17	Data Protection: Protecting Worksheets and Workbooks	Hands-on Practice
	18	Final Project & Advanced Tips, Q&A	Project Completion + Feedback