

# REGIONAL TRAINING INSTITUTE, SHILLONG

## Course Schedule

**Course Name** : MS Excel (Advanced)  
**Duration** : 5 Days (30-01-2023 to 03-02-2023)

Session Timings	
Session 1:	10:00 AM – 11:15 AM
Session 2:	11:30 AM – 12:45 PM
Session 3:	01:45 PM – 03:00 PM
Session 4:	03:15 PM – 04:30 PM

Break Timings	
First Tea Break:	15:15 AM – 11:30 AM
Lunch Break:	12:45 PM – 01:45 PM
Second Tea break:	03:00 PM – 03:15 PM

Day and Date	Session No.	Topic	Faculty
Day 1 Monday 30-01-2023		Inauguration and Course Briefing (10:00 AM – 10:15 AM)	Director General, RTI Shillong
	1	<b>Understanding the difference between MS office 2013 and the earlier/newer versions:</b> Migrating from Menu style to Ribbon Style of commands. Introducing the Ribbon user interface, Parts of Excel Screen, shortcut menus and dialog boxes. Introduction to keyboard shortcuts.	Faculty from the O/o the PAG (Au), Meghalaya
	2	<b>Protecting cells, Templates, Worksheets:</b> Protecting cells, Templates, Worksheets. New Templates in MS-Excel 2013. Page Layout tab. Themes, page setup, scale to fit, sheet options, arrange	-do-
	3	<b>Understanding types of data.:</b> Entering text and values, dates and time. Formatting / Modifying and editing contents of cells.	-do-
	4	<b>Formatting and Editing:</b> Applying Number Formatting. Conditional formatting, cell styles. Editing – Fill series, justify, Flash fill, text to columns & CLEAR options. Protecting workbook.	-do-
Day 2 Tuesday 31-01-2023	1	<b>Font/Character, Worksheets:</b> Understanding Excel worksheet essentials. Adding, deleting, renaming worksheets. Manipulating rows and columns. Copying, moving and naming ranges. Grouping of worksheets.	-do-
	2	<b>Adding comments to cells. Controlling the worksheet view:</b> Adding comments to cells. Controlling the worksheet view such as freezing panes, comparing sheets side by side.	-do-

**REGIONAL TRAINING INSTITUTE, SHILLONG**

<b>Day and Date</b>	<b>Session No.</b>	<b>Topic</b>	<b>Faculty</b>
	3	<b>Formula, hiding and un-hiding, find-replace:</b> Using formulas and formula auto complete. Using cell references in formulas. Correcting formula errors. Hiding & Un-hiding cells, rows and columns, Finding and replacing etc.	-do-
	4	<b>Case study and Exercises for participants based on the training imparted during Day 1 and Day 2.</b> Exercises for participants based on the training imparted as above mentioned programme. Discussion of solution to those exercises.	-do-
Day 3 Wednesday 01-02-2023	1	<b>Conditional summing formula, Charts:</b> Conditional summing formulas with a single or multiple criteria- return number of cells satisfying given criteria. Understanding chart types. Creating and handling charts in Excel. Embedded and separate charts. Printing charts.	Faculty from the O/o the PAG (Au), Assam
	2	<b>Date and time functions:</b> Insert values using Excel's date and time functions. Logical functions. Date and time valid formats. Calculating days/months/years between two dates.	-do-
	3	<b>Text functions. Database Functions. Information Functions.:</b> Text functions Like Left, Len, Concatenate, Clean etc. Database Functions like sum, average etc. Information Functions viz. Iserror, Isblank etc. Track precedence and dependence	-do-
	4	<b>Data validation. Filters.:</b> Create Drop down list for data validation. Establishing Data validation Rules. Refer to a source list in a different Worksheet. Filter items by color, Filter a range of data, use of Custom Filters. Removal of filter, Auto Filter, Advanced Filters	-do-
Day 4 Thursday 02-02-2023	1	<b>Sorting Data, Multi Level Sorting and Filtering:</b> Sorting Data in a list, Use of sub-totals and working with Filtered list Multi Level Sorting and Filtering	-do-
	2	<b>Scenario and Pivot Table:</b> Understand what is Scenario and Creating a Pivot Table. Automatic and manual creation of Pivot Table. How to set up a Scenario	-do-
	3	<b>What-if analysis. Goal Seek Feature.:</b> To produce a summary report using What-if analysis. The use of Goal Seek Feature in Excel. To create a Scenario Pivot Table report. Comparison of Scenarios	-do-

**REGIONAL TRAINING INSTITUTE, SHILLONG**

<b>Day and Date</b>	<b>Session No.</b>	<b>Topic</b>	<b>Faculty</b>
	4	<b>Advanced features. Vlookup, Hlookup. Advanced features in Charts:</b> Advanced features like Slicer in Filters, Pivot. Financial functions viz. Vlookup, Hlookup. Advanced features in Charts – Sparklines, Timeline , export of files	-do-
Day 5 Friday 03-02-2023	1	<b>Advanced features. Vlookup, Hlookup. Advanced features in Charts:</b> Contd.	-do-
	2	<b>Introduction to Macros:</b> Recording simple macros to simplify basic repetitive tasks	-do-
	3	<b>Case study and Exercises for participants based on the training imparted during Day 3 to Day 5.</b> Exercises for participants based on the training imparted as above mentioned programme. Discussion of solution to those exercises.	-do-
	4	Course End Test (03:15 PM – 04:00 PM)	Core Faculty, RTI, Shillong
	5	Feedback and Valediction (04:30 PM – 04:45 PM)	Director General, RTI Shillong