

## **OBJECTIVE**

- Spreadsheets terminologies: worksheet, cell, column and row, range, formula, function and cell pointer.
- How to enter, change, delete to the cells or sheet and apply data validation
- Sorting and filtering data using auto-filter, advance filter
- Working with functions and formulas, nesting functions and macros
- Formatting - Auto formatting and conditional formatting
- Use chart wizard, pivot tables and pivot charts, and goal seek
- Working with Add-ins, and protecting a worksheet /workbook