Microsoft Excel - 3 Months (Weekend Program)

Month 1: Excel Basics	
Week 1	Interface, Formatting, Shortcuts
Week 2	Basic Formulas & Functions SUM, AVERAGE, COUNT, IF
Week 3	Sorting, Filtering, Data Entry
Week 4	Charts & Graphs Pie, Bar, Line Charts
Month 2: Intermediate Excel	
Week 5	Logical Functions IF, AND, OR, Nested IFs
Week 6	Lookup Functions VLOOKUP, HLOOKUP, INDEX/MATCH
Week 7	Data Validation & Conditional Formatting
Week 8	Pivot Tables & Dashboards Creating Interactive Reports
Month 3: Advanced Excel & Projects	
Week 9	Macros & Automation Intro to VBA Basics

Week 10	Financial Functions & Templates EMI, ROI, Budgeting Sheets
Week 11	Final Project: Live Data Reports
Week 12	Final Assessment & Certificate Ceremony