

DADAR CENTRE
(Matunga West)

3 DAY : Fast-Track Batch

Advanced EXCEL Course

LIMITED SEATS – 5 seats LEFT

DAYS
3 Saturdays
4-5 hours



TIME
Morning
& Evening

Advanced Ms-Excel Course for Working Professionals & Corporates

Course Contents: Ms-Excel & Adv. Excel

Course Benefit: You will learn how to Use Advance Features of Ms-EXCEL 25+ Projects

Original Fees: Rs. ~~5550~~ 4850/- Special Offer **[Per Student]**

Duration: 12-15 Sessions [Every Session is of 1 hour]

FULL TIME 3 DAY BATCH : Timings – 9am to 1pm OR 3pm to 7pm OR 4pm to 8pm

Topics Covered:

Advance Features of Ms-Excel. This course also enables the student to utilize, the advance features taught in this course in an office environment with maximum efficiency.

BASIC Microsoft Excel [must have knowledge of BASIC]

- Creating, editing, saving and printing spreadsheets
- Working with functions & formulae
- Graphically representing data: Charts & Graphs
- Analyzing data: Data Menu, Subtotal, Filtering Data
- Formatting worksheets, Securing & Protecting spreadsheets

ADVANCE Excel Contents:

Formulas and Macros Formulas

- Use the Function Wizard, Common functions (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT)
- Nested functions, Name cells /ranges /constants
- Relative, Absolute, Mixed cell references : >,<>= operators
- Logical functions using IF, AND, OR, NOT
- The LOOKUP function, Date and time functions , Annotating formulas

DATA Analysis

- Sub Total Reports, Auto Filter
- Password Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing

DATA Analysis

Tables, NESTED IF

- Linking Between Word/Excel/Ppt
- Functions:- LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF
- What-if-analysis, GOAL SEEK
- Pivot Reporting
- Character Functions
- Date Functions
- Age Calculations
- Consolidation of Data
- Data Validation
- MACRO'S

Macros

- Definition and use , Record a macro
- Assign a macro , Run a macro
- Store a macro, Introduction to VBA Prog.

Develop the Worksheet

- Plan a worksheet , Row and Column labels
- Split worksheet /box /bar, Copy data and formulas
- Display /move toolbars , Enhance worksheet Appearance

Special Operations

- Use multiple windows : Copy/ paste between Worksheets
- Link worksheets , Consolidate worksheets
- Import and link from other Applications
- Use AutoFormat : Create, use and modify styles and templates
- Print features : Create /edit an outline

Graphics Operations

- Create charts , Enhance charts, Drawing toolbar features

Call 9833900330 / 9930375161 - Phone: 24222726 / 24301112 / 24222730

Batch Conducted at Dadar West – Matunga West Centre

Address: B/2,Vimal Udyog Bhavan, 1st Flr, Nr BPL Mobile Off, **Opp. STARCITY Cinema**, Near RUPAREL College, **10 Min**

Walk from Matunga (West) Station, Near Mahalaxmi Society 15 Min from Dadar West Station

(Come towards Ruparel College), Mumbai- 400016.