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Microsoft Excel ADVANCED EXCEL DIPLOMA CORPORATE EXCEL PROFESSIONAL COURSE

ADVANCE EXCEL & TALLY TRAINING INSTITUTE



**Master Excel
3 Diplomas
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MASTER OF ADVANCE EXCEL



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- Module 1 Certified BASIC Microsoft Excel
- Module 2 ADVANCE Excel Diploma
- Module 3 CORPORATE Advance Excel

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DURATION: 3 MONTHS

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A UNIQUE COMBINATION OF 3 COURSES (3 Modules)

Professional Advanced Training, Principles of Formula, Functions, Pivot Tables, Sheet Referencing, DASHBOARD Training & CORPORATE Excel, **Total 3 Courses in 1**

- ✓ Module 1- Certified BASIC Microsoft Excel
- ✓ Module 2- ADVANCED EXCEL
- ✓ Module 3- Advance CORPORATE EXCEL



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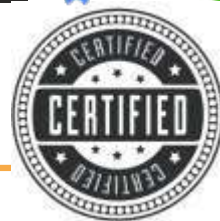
MOST POPULAR

Module 1 - Certified Basic EXCEL



Professional Course

Fees ~~7,550~~ Limited Offer Rs. 5550



Part 1 Introduction of MS-Excel

- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (Absolute / Relative / Sheet Reference)

Setting up tables, Writing formulas

Making charts, Filtering & sorting

SHORTCUTS

- Linking between Excel Files & Data, Chart Preparation in Excel with Details Features

Microsoft EXCEL - 5 Important areas - cover the Intermediate Excel Course

- 1. Quick Access Toolbar:** This is a place where all the important tools can be placed. When you start Excel for the very first time, it has only 3 icons (Save, Undo, Redo). But you can add any feature of Excel to to Quick Access Toolbar so that you can easily access it from anywhere (hence the name).
- 2. Ribbon:** Ribbon is like an expanded menu. It depicts all the features of Excel in easy to understand form. **Home, Insert, Formulas, Page Layout & Data.**
- 3. Formula Bar:** This is where any calculations or formulas you write will appear. You will understand the relevance of it once you start building formulas.
- 4. Spreadsheet Grid:** This is where all your numbers, data, charts & drawings will go. Each Excel file can contain several sheets. But the spreadsheet grid shows few rows & columns of active spreadsheet.
- 5. Status bar:** This tells us what is going on with Excel at any time. You can tell if Excel is busy calculating a formula, creating a pivot report or recording a macro by just looking at the status bar.

RESOURCE TO USE EXCEL PRODUCTIVELY

Keyboard Shortcuts, Mouse Shortcuts

Excel Productivity Tips, Making better Excel workbooks

Important shortcuts & productivity tricks

Part 2 FUNCTIONS of MS-Excel

- Tabs and Menus of Excel, Office Button / File Menu, Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Formatting, Page Elements & Setup
- Advance Security Option from Review and View Tabs

Part 3 CHARTS of MS-Excel

Intro to Charting, Picking right charts

Anatomy of Excel chart, Formatting charts

NEW Charts in Microsoft Excel, **Budget vs. Actual charts**

THEN VS. NOW CHARTS, CONDITIONAL CHARTS, INTERACTIVE CHARTS



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Section 1 ADVANCED FUNCTIONS of MS-Excel

- Tabs and Menus of Excel, Office Button / File Menu, Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Formatting, Page Elements & Setup
- Advance Security Option from Review and View Tabs

Section 2

- **ADVANCED** Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- Goal Seek and Scenario Features in Excel Industry Work.
- PIVOT Table and Data Analysis using options of Pivot Table
- More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- V-Lookup and H-Lookup Functions and Its use in Industry.

Section 3

- **25 Corporate Level Projects for Individual options in Excel.**
- MIS Reporting Analysis Options.
- Detailed Work to Handle Large Data with Data Operations like Advanced Filter.
- Introduction to VBA, Macro in Excel to save Work Time.

Section 4

- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Date Functions - Age Calculations
- NESTED IF
- Consolidation of Data
- Data Validation
- Logical functions - (AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run a macro **Intro. to VBE Prog.**



Excel



Section 5

- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- PIVOT TABLES & PIVOT CHARTS
- Scenario Manager

25+ Projects of Practical Training



FEES: Advance Excel Course

Duration 6 Weeks

Course Fees 9,550 Rs. 5990

Includes GST, Book, Certificate

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Module 3 - CORPORATE EXCEL

PROFESSIONAL COURSE with Certification
Fees 9,550 Limited Offer Rs. 7,550



Performing **COMPLEX CALCULATIONS** more efficiently,
Using various Excel functions and executing in Dynamic projects
Organizing and analysing large volumes of data

CREATING MIS REPORTS

Designing and using templates
Consolidating and managing data from multiple workbooks.
Writing CONDITIONAL EXPRESSIONS (using IF)

Using logical functions (AND, OR, NOT)

Using lookup and reference functions
(VLOOKUP, HLOOKUP, MATCH, INDEX)
VlookUP with Exact Match, Approximate Match

Nested VlookUP with Exact Match

VlookUP with Tables, Dynamic Ranges
Nested VlookUP with Exact Match
Using VLookUP to consolidate Data from Multiple Sheets

**ADVANCED FORMATTING: Using conditional formatting
option for rows, columns and cells**

DATA VALIDATION IN FINANCIAL FUNCTIONS

Using advanced options of Pivot tables, Pivot charts
Consolidating data from MULTIPLE SHEETS. Creating Slicers
Using external data sources. **Advanced Date & Time Functions**

DATA CONSOLIDATION to consolidate data

Show Value As (% of Row, % of Column,
Running Total, Compare with Specific Field)

Viewing Subtotal under Pivot,

What is a DASHBOARDS?

PROCESS for DASHBOARDS

Business DASHBOARDS

FINANCIAL METRICS DASHBOARD

CREATE FORMS with Radio Buttons, Selection tools,
other programming tools.ETC and much more.



Dashboard Reports Allow Managers to
Get High-level Overview of the
Business. Excel is an Excellent Tool to
make Powerful Dashboards that
Provide Analysis, Insight & Alert
Managers in Timely Manner.

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Most Popular



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Our Advanced Excel Corporate Clients



BATCH TIMINGS: Morning - 7:30-9am, 9-10am, 10-11am, 11-12pm | Afternoon - 12-1pm, 3-4pm, 4-5pm | Evening - 5-6pm, 6-7pm, 7-8pm, REGULAR & WEEKEND



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Why only Rs. 12,990

Original Fees : ~~Rs. 28,550~~ (All Inclusive)
Duration 3 Months

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Rs. 12,990

ALL INCLUSIVE

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So, We don't have to include franchisee fee cost in your fees !!!

3. No unnecessary theory classes.

Only necessary theory, 90% Practicals and more practicals.

Thus, saving your precious time going through mind numbing theory classes.

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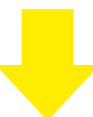
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Advance Microsoft POWERPOINT Presentation MODULE Fees: ~~7990~~ Rs.5990



Microsoft POWERPOINT

Powerful Presentation Fees 7,990 Rs. 5990
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Ms-PowerPoint MODULE

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Module 1: Introduction to PowerPoint

- Overview of Microsoft PowerPoint interface
- Understanding the Ribbon and Quick Access Toolbar
- Creating, opening, and saving presentations
- Navigating slides and slide layouts

Module 2: Building Basic Slides

- Inserting and formatting text boxes
- Adding and formatting shapes
- Incorporating Multimedia elements
- Applying themes and backgrounds

Module 3: Slide Design and Layout

- Customizing slide master and layouts
- Choosing and modifying themes
- Using color schemes and fonts effectively
- Creating Visually appealing presentations

Module 4: Working with Data

- Inserting tables and charts
- Formatting and customizing data visuals
- Importing data from Excel
- Utilizing SmartArt for data representation

Module 5: Animations and Transitions

- Applying slide transitions
- Adding entrance, emphasis, and exit animations
- Customizing animation settings
- Creating Dynamic and Engaging Presentations



**This is a Comprehensive Course of
Ms-PowerPoint to Enhance Your skills.**

Module 6: Collaboration and Sharing

- Reviewing and commenting on presentations
- Sharing presentations on cloud platforms
- Integrating with Microsoft Teams

Module 7: Advanced Features

- Creating Hyperlinks and action buttons
- Incorporating 3D models and icons
- Using the Morph transition & animation
- Mastering Adv. Formatting & Design techniques

Module 8: Tips for Effective Presentations

- Design principles for impactful presentations
- Delivery techniques and tips
- Strategies for engaging your audience
- Troubleshooting common presentation issues

Module 9: Final Project & Certification

**+ Add
Presentation
Skills**



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POWERPOINT**

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COMBINATION**



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Module 2 - ADVANCED EXCEL

Module 3 - Advance CORPORATE EXCEL

Module 4 - Microsoft POWERPOINT Presentation

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Advance Excel MACRO's MODULE 4 Fees: ~~9550~~ Rs.7550



ADVANCE EXCEL MACROS

PROFESSIONAL Course with Certification

Fees ~~9,550~~ Rs. 7550

In this course you will learn to write macros in Excel using programming language Visual Basic Application (VBA).

Recorded macro can be edited to customize it & one can directly go for coding to accomplish the required tasks.

Module 1:

Create Functions & Procedures
Design & Create reports
Understanding Security Levels
Security levels and its meaning

Module 2: Functions

What is Function and Subroutine
Writing Functions using VBA Editor
Calling function in other workbook
Relative & Absolute Macros

Module 3: Recording Macros

Recording and running macro
Storing macro in different books
Creating buttons & assigning macros
Creating My Menu

Module 4: The Visual Basic Editor

Editing macros using VBA Editor
Understanding the project explorer
Exploring windows properties
Modifying code & Debugging code

Module 5: Programming Fundamentals

Variables, Data types & Constants
Arrays, Object Variables
Conditional structures (If Then, Select Case)
Logical Operators / Looping constructs
(For loops, Do loops, While)
Built-in functions, Creating Subroutines

Module 6: User Forms

Creating forms, Form events
Creating custom menus & toolbars
Creating Add-ins



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Module 4 - Adv. MACROS IN EXCEL

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MACRO

Advance EXCEL

MODULE 4

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