Advance Excel Training

- ➤ **Introduction to Excel**
- ➤ **Basic Calculations**
- ➤ **Number Formats**
- ➤ **Conditional Formatting**
- ➤ **Auto Sum/Average/Min/Max/Count**
- ➤ **Sort and Filter**
- ➤ **Pivot Table and Charts**
- ➤ **Chart options and Slicer**
- ➤ **Mathematical Formulas, Text Formulas**
- ➤ **Date / Time Formulas**
- ➤ **Use of VLookup & HLookup**
- ➤ **Trace Precedents & Dependents**
- ➤ **(Sort-Filter) Advance, Text to Column**
- ➤ **Data Validation & Consolidates**
- ➤ **What if Analysis**
- ➤ **Scenario Manager**
- ➤ **Goal Seek**
- ➤ **Data Table**
- ➤ **Group-Ungroup**
- ➤ **Sheet Security**
- ➤ **Arrange Multiple Sheets**
- ➤ **Freeze Panes**
- ➤ **Switch Windows**
- ➤ **Basics of Macros (VBA Not Included)**

While it may seem intimidating at first, once you have mastered the basics of Microsoft Excel it can make your life a lot easier. It can boost your employability and career prospects whilst also being a useful tool to analyze data in everyday life, such as when managing personal finances.

There are lots of uses of MS excel in daily life. MS Excel is the most popular spreadsheet software in the world. It is used to perform various tasks in our daily life.

- ➢ **Business Analysis**
- ➢ **People Management**
- ➢ **Managing Operations**
- ➢ **Performance Reporting**
- ➢ **Office Administration**
- ➢ **Strategic Analysis**
- ➢ **Project Management**
- ➢ **Managing Programs**
- ➢ **Contract Administration**
- ➢ **Account Management**
- ➢ **Education.**
- ➢ **Business.**
- ➢ **Goal Setting and Planning.**
- ➢ **Business Owners.**
- ➢ **Housewives.**
- ➢ **Data Analysis And Data Science.**
- ➢ **Daily Progress Report.**

NOTE

Duration of training is lump sum 25-30 hours but it's up to learner, so it doesn't matter how much time you will take to complete the training. If your grasping level is good then it will be completed in 20 hours only. We charged fee for course not for days/hours/months.

Duration	**: 25-30 Hours**
Training Mode	**: Online / Classroom**
Daily Hours	**: 1-2 Hour**
Fee	**: INR 7000.00**

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