



Advance EXCEL Training Corporate Excel Advance Excel MACRO's

ADVANCE EXCEL DIPLOMA PROFESSIONAL COURSE WITH CERTIFICATION FEES ~~5550~~ Rs. 4950



Section 1: Introduction of MS-Excel

- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (Absolute / Relative / Sheet Reference)
- Linking between Excel Files & Data, Chart Preparation in Excel with Details Features

Section 2 **ADVANCED FUNCTIONS** of MS-Excel

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

Section 3

- **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 4

- 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 and How to Use Macro in Excel to save Work Time.

ADVANCED EXCEL:

- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- Pivot Tables & Pivot Charts
- Scenario Manager
- Date Functions
- Age Calculations
- NESTED IF
- Consolidation of Data
- Data Validation
- Logical functions
- (AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run a macro
- Store a macro
- **Introduction to VBA Prog**

25+ Projects of Practical Training

**SAVE 30% | Limited Time
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CORPORATE EXCEL PROFESSIONAL COURSE WITH CERTIFICATION FEES ~~5550~~ RS. 4550

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

Formatting & customizing Pivot tables

Using advanced options of Pivot tables, Pivot charts

Consolidating data from multiple sheets

Using external data sources

Using data consolidation feature to consolidate data

Show Value As (% of Row, % of Column,

Running Total, Compare with Specific Field)

Viewing Subtotal under Pivot

Advanced Date & Time Functions

Data Validation in financial functions

Advanced Shortcut Keyboard Commands

Create Forms with Radio Buttons, Selection tools,
other programming tools. Creating Slicers



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ADV. EXCEL MACROS PROFESSIONAL COURSE WITH CERTIFICATION FEES ~~6550~~ RS. 5550

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 2 CORPORATE Excel

Module 3 Adv. Excel MACROS

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Trained 11500+ Students in Advance Excel & Tally including Corporates



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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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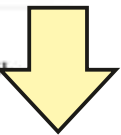
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Nr BPL Mobile Off,
Opp. STARCITY (MOVIE TIME) Cinema,
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12 Min from Dadar W Stn. Mumbai-400016. 9833900110 / 9833900330

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PEARL PLAZA, 7th Floor, Office No.704, [GOOGLE MAP LINK ANDHERI](https://goo.gl/maps/vKqQsVj6zFKcPEKX7)
Masjid Gali, 1 Minute from Station.
JUST OUTSIDE ANDHERI WEST STATION.
NEXT to new Mc-Donald. Call 9324347326

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Experience in the Training Industry Training Industry since over 29 years

- 100% Practical, Safe & Professional learning environment.
- Certified & Qualified Instructors with Industry Experience.

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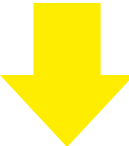
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3. No unnecessary theory classes.
Only necessary theory, 90% Practicals and more practicals.
Thus, saving your precious time going through mind numbing theory classes.





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What you can expect :

- Our Setup of 75+ Laptops & Computers
- FAST-TRACK Batches Available
- 100+ Corporates trained by us
- Excel & Tally Certified & Qualified Faculties
- You get 100% Practicals
- State-of-the-art Computers/Laptops
- Globally recommended curriculum
- **Work on 25+ PROJECTS**
- Notes & Certificates Issued



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