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Courses Offered

1. Microsoft Excel (Basic & Intermediate)

2. Advance Excel

3. Corporate Excel

4. AI in Excel (Office 365 with AI)

5. ChatGPT with Excel

6. Advance Excel with MACROS

7. Presentation Skills: Microsoft PowerPoint

8. Tally Prime (Advanced & Intermediate)

9. MsOffice (Word, Excel, Powerpoint)

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Module 1 - Certified Basic EXCEL ✔

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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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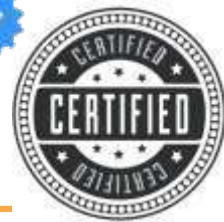Inclusive of Books, Certification, GST

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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)
- · Goad 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

Google ★★★★★ 4.7/5 CUSTOMER REVIEWS

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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

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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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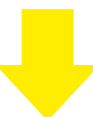
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Microsoft POWERPOINT
Powerful Presentation Fees ~~7,990~~ Rs. 5990
PROFESSIONAL Course with Certification

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

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

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

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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.

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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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↳ Creating A Company
↳ Company Configuration
↳ Setting up a New Company
↳ Ledger / Creating Groups
↳ Account Heads / Voucher Entry
↳ Payment / Receipt Voucher
↳ Contra Entry
↳ Purchase / Sales Register
↳ Creating Cost Centres
↳ Creating Trial Balance
↳ Viewing Statement of Accounts
↳ Profit & Loss Account
↳ Balance Sheet
↳ Bank Reconciliation
↳ Interest Calculation
↳ Bank & Cash Books
↳ **PAYROLL**
↳ Company Controls
↳ **TDS** - Tax Deducted Source
↳ **GST CALCULATION**
↳ GST – Goods and Services Tax
↳ Accounting of **GST in Tally**
↳ **CGST** – Central GST Government
↳ **SGST** – State GST, Integrated GST

INVENTORY
↳ Features
↳ Stock Groups
↳ Stock Items
↳ Physical Stock Voucher
↳ Creating Units of Measure
↳ Rejections In & Out
↳ Purchase & Sales Order
↳ Multi Currency
↳ Invoicing, Bill or Stock Wise
↳ Debit / Credit Notes
↳ Budgets & Controls
↳ Multiple Godowns
↳ Rejection Notes
↳ Sales Plan / Purchase Plan
↳ Sales Order Processing
↳ Purchase Order Processing
↳ Maintaining Physical Stock
↳ Inventory Reports & Statements
↳ Interest Calculation
↳ PRINT PREVIEW

Work on PROJECTS & ASSIGNMENTS

COURSE FEES:
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