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Microsoft Excel ADVANCED EXCEL DIPLOMA CORPORATE EXCEL PROFESSIONAL COURSE

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



& Online

All Inclusive Fees ~~28,550~~

Fees Rs. 1?,990 Limited Offer

DURATION: 3 MONTHS



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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Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel

MOST POPULAR

Module 1 - Certified Basic EXCEL



Professional Course

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



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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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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.**



Section 5

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



FEES: Advance Excel Course

Duration 6 Weeks

Course Fees 9,550 Rs. 5990

Includes GST, Book, Certificate

25+ Projects of Practical Training

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Module 3 - CORPORATE EXCEL

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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.



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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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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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Fees: ~~7990~~ Rs.5990



Microsoft POWERPOINT

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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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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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- NOTES & BOOKS PROVIDED
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