

1) COURSE : **ADVANCE EXCEL [MODULE 1]**

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 and 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 Cond. 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.

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details BELOW ↓**



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ADVANCE EXCEL COURSE :

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
- Reporting
- Character Functions

- 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**
- **30 Projects of Practical Training**

MS-EXCEL :

- Electronic Spreadsheet basics
- Formatting Fonts, Numbers
- Relative & Absolute Reference
- Date & Currency Formatting
- Formula charts & Graphs
- 2D/3D Graphs, Pie, Line Cone
- Formatting Charts
- Data Values

ADVANCE EXCEL

Fees: Rs. 5,550

Duration: 1 Month

Daily [20 Sessions]

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CORPORATE ADVANCED EXCEL COURSE :

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 (2013 version)

CORPORATE Excel

Fees: Rs. 4,550

Duration: 12 Sessions

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MODULES**

MACRO'S IN ADVANCE EXCEL :

MACRO'S Fees: Rs. 5550 | 12 Sessions

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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TIMINGS:

Morn: 7.30-9, 9-10, 10-11am
Aftn: 11-12, 12-1, 3-4, 4-5pm
Even: 5-6, 6-7, 7-8, 8-9pm

ADMISSION:

- ✓ CASH or Draw Cheque on "Softpro Computer Education"
- ✓ Cheque clearance is a must before batch commencement
- ✓ Credit Cards

Dadar-Matunga - 9930375161

Andheri - 26700893

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