Seminar for Excel- All you need to know

Excel is one of the most used software applications of all time. This course is designed for the users those who want to perform accurate and rapid calculations with results ranging from simple calculation to complex financial analyses. Advanced MS Excel Course helps you to structure and present your data impressively. Advanced Excel course enables the students to utilize, the advance features taught in this course in an office environment with maximum efficiency. Excel will be beneficial for students, faculty, non teaching staff. How? All of these need Excel to organize data efficiently and present data in front of their higher authority.

Our course shall help you to do so. We shall cover the following during the workshop:

- Introduction to Ms Excel
- The Ribbon
- Navigation
- First File
- Formatting (bold, Incline, underline, inserting comments, etc)
- Basic Mathematics in Excel
- Cell referencing
- Formula Anatomy
- Math Functions(Sum, Sumif, Round, Subtotal)
- Basic Statistics (COUNT, COUNTA, AVERAGE, MAX, MIN)
- Logical Function (And, Or)
- Text Functions(LEFT, RIGHT, MID, FIND, SEARCH, CONCATENATE)
- Hyperlinks, Protection, Shared Workbooks, Track Changes, Merging Shared Workbooks
- Date functions (TODAY, YEAR, MONTH, DAY and DATE functions)
- Conditional Formatting and If function
- Conditional Math (SUMIF, COUNTIF and SUMPRODUCT to add cells only when certain conditions are met)
- Presentation (Charts: Bar, Pie, Line)

Target Audience: **Students(Any stream(UG/PG), faculty, non teaching staff, Any one else interested.**

Contact Us: **91-8377052947,**Email us : **bmlc.ggn@gmail.com**,

Like us @ https://www.facebook.com/blazingtutors , https://in.linkedin.com/in/bmlcggn,

https://www.twitter.com/bmlc_ggn

2776 , Sector 46,Behind Amity International School, Gurgaon