

Excel for Beginners

For whom: Graduates and above (Must have a flair for Data Analysis & Manipulation)

Duration: 30 hours

An overview of the course:

Overview of Excel

- ✚ Excel components: what constitutes Excel
- ✚ How to impress your peers and superiors using Excel

Data Analysis in excel

- ✚ Adding and Multiplying a range of contiguous and non-contiguous Cells
- ✚ Subtracting and Dividing using Excel
- ✚ Usage of Parenthesis
- ✚ Other Analytical functions in Excel
- ✚ IF Logical Function
- ✚ Cell Referencing
- ✚ Customised Dates and Time

Graphs and Charts

- ✚ How to create a Table
- ✚ Manipulating a Table for calculations conveniently
- ✚ Impress using variety of Graphs
- ✚ 2D, 3D Graphs
- ✚ Input charts in your Reports

Case study

- ✚ case studies for conceptual understanding

Course Fee: Rs. 3000