ADVANCED EXCEL TRAINING PROGRAM

Over **70** formulas/ functions	Over **100** shortcut keys	learn **20+** tools and menus'	solve **50+** class questions

Training duration : **15 - 16 Days** *(5-6 Day classes in a week, classroom duration 2 hours)*

Training Fee   :   **5,000 INR**

Course Description:

Take your skills to the next level with this advanced Excel training course. Harness the power of Excel and become an advanced user.

Introduces the features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Make MIS and dashboards using tools and formulas.

Course Content:

o   What is the Excel?, Excel Application Setting - Calculation, Vba Tab options, Edit Custom list, Worksheet Calculation, Autocorrect Option, Macro Enable / Disable

o   Shortcuts, keyboard shortcuts, navigation shortcuts, Paste Special - many more paste options

o   Name Manager and Subtotal tools, Validation and Text to Columns

o   Conditional formatting - New Formatting Rule dialog box, Data Shorting, Filter and Selection Concept

o   Data Analyzing with Pivot – Chart , multiple conditions, Over 60 Most useful Excel formulas with examples

o   Page setting, Excel Protection System – Sheet, Cells, window, Hide Formulas, Insert Other Application in Excel Sheet - Links and file, Hyperlink,

o   Basic Macro introduction, Vba Project, procedures and write some Vba code.