

MICROSOFT ADVANCED EXCEL TRAINING

INTRODUCTION SESSION

1. INTRODUCTION TO EXCEL RIBBON
2. INTRODUCTION TO ADVANCED EXCEL

MAIN TRAINING

1. AUTO FILL
30 E-BOOKS + 30 PRACTICE FILES
2. CONDITIONAL FORMATTING
16 E-BOOKS + 16 PRACTICE FILES
3. ADVANCED FILTER
21 E-BOOKS
4. EXCEL FUNCTIONS AND FORMULAS
29 E-BOOKS
5. CONSOLIDATION
1 E-BOOK
6. FLASH FILL
14 E-BOOKS
7. DATA CLEANING TECHNIQUES
14 E-BOOKS

BONUS SELF-STUDY MATERIAL:

1. 200+ EXCEL SHORTCUT KEYS PDF
2. DATA VALIDATION
15 E-BOOKS
3. PASTE SPECIAL
22 E-BOOKS

