

Technical Skills – MS-Excel
(Complete Excel - Basic, Advance, Expert Level)

Microsoft Office training can make you more productive, confident, and satisfied with your job. Productivity is crucial to success in the administrative assisting field, and your employers will thank you for it. Industry-recognized certification will boost your resume and increase your earning potential.

Total Duration: 35 Hours

Syllabus topics covered: BASIC to ADVANCE LEVEL: Duration - 10 Hours

- Introduction
- Opening Excel - Using in various Windows & IOS versions
- Getting Started - The Excel Interface
- Cell Basics
- Formatting Cells
- Modifying Columns, Rows and Cells
- Formulas and Functions
- Functions
- Working with Data
- Working with Charts
- Printing Workbooks
- Master 40+ Microsoft excel formulas with hands-on demos from the industry expert
- It's simple to learn and easy to implement
- Practical hands-on experience which you can use in your business or work
- 40+ Formulas
- Mathematical Functions, Lookup Functions, Logical Functions, Text Functions, Date and Time
- Functions, Rounding Functions, Error Handling Functions, Advance paste special techniques
- Sorting, Filtering, Reference techniques
- What if analysis: Data validation, Conditional Formatting
- Pivot Tables
- Dashboard Creation with Slicer
- Creation of Basic Macros
- Learn and write powerful formulas from scratch
- Learn how macros are written and how they are implemented with one single magical click
- Automate your workflow with excel and learn preparation of dashboards
- Learn data analysis using pivots and charts
- Interactive and highly effective sessions

EXPERT LEVEL: Duration - 25 Hours

- Advanced VBA Excel Macros Programming
- Introduction to VBA
- VBA Language Detailed Concepts
- Controlling Program Flow with Loops and Logical & Error Handling
- Writing of Formula in VBA
- Error Handling and Arrays
- Using Names, Sort and Filter
- Advanced VBA Functions
- Advanced User Forms and GUI