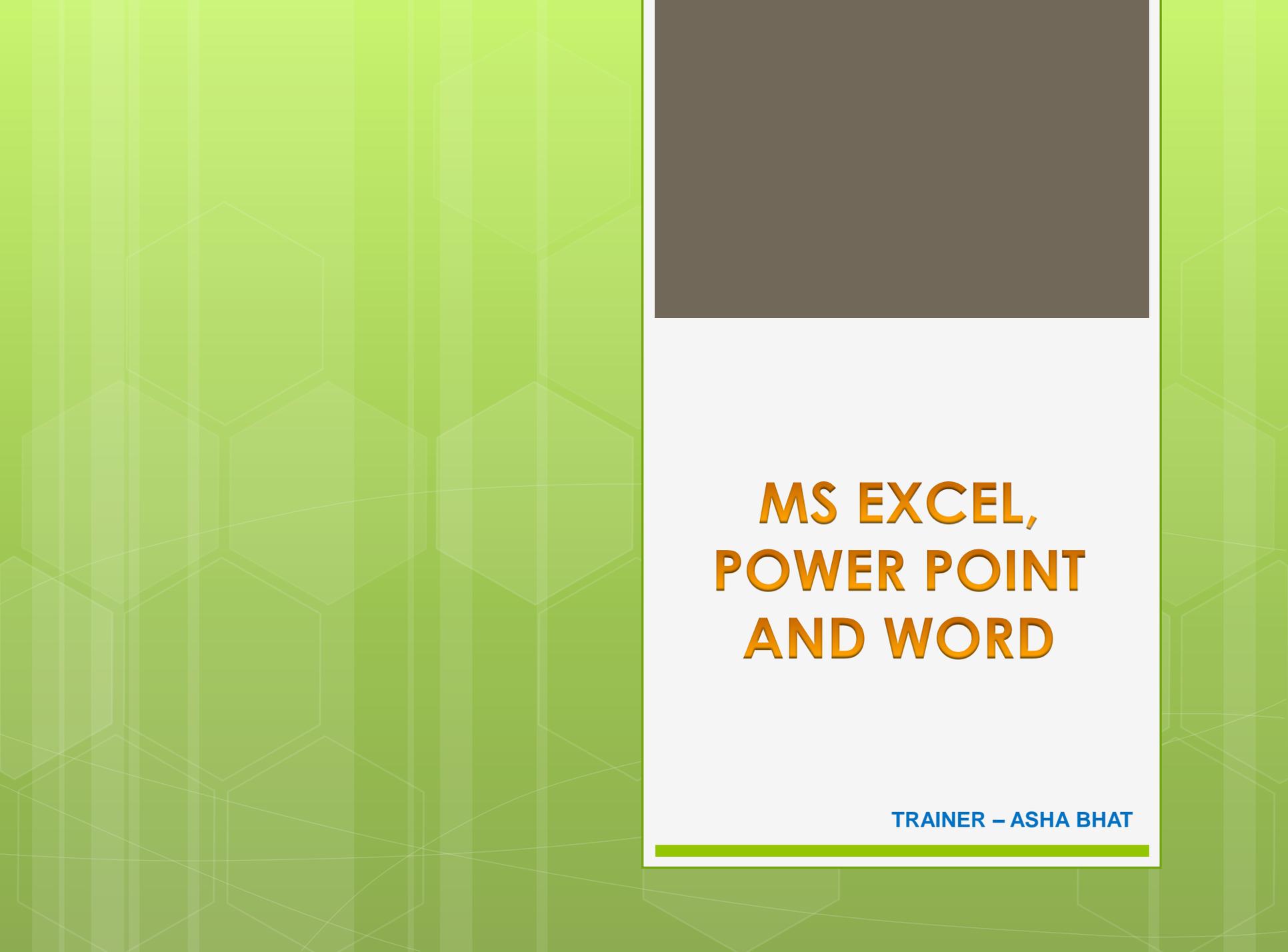# TRAINING DETAILS

MS EXCEL, POWER POINT AND WORD

TRAINER – ASHA BHAT

MICRO SOFT EXCEL

TRAINER – ASHA BHAT

MS EXCEL

- BASICS
- INSERT OPTIONS
- HYPERLINK
- PAGE SETUP
- IMPORTANT FORMULAS
- CONSOLIDATE MULTIPLE SHEETS INTO ONE SHEET (extract data from various files)
- PIVOT TABLE
- MACRO RECORDING
- VBA CODING FOR MAJOR FUNCTIONS

MS EXCEL

- **BASICS**
  - **Details about the ribbon**
- **INSERT OPTIONS**
  - **Chart**
  - **Images**
- **HYPERLINK**
- **PAGE SETUP**
  - **Insert Header, Footer, File Path etc.**

MS EXCEL

- IMPORTANT FORMULAS
  - VLookup
  - If Condition
  - Concatenate
  - Upper Case
  - Lower Case
  - Locking the Data
  - Counta
  - Trim etc

MS EXCEL

- **CONSOLIDATE MULTIPLE SHEETS INTO ONE SHEET (extract data from various files)**
  - **Extracting data from various sheets and consolidate it in one sheet**
- **PIVOT TABLE**
  - **Classic Pivot Table**
  - **Table Options**
  - How to Split **Consolidated File** into **Multiple Sheets from Pivot Table**

MS EXCEL

- **MACRO RECORDING**
  - How to record macro for repeated works which will be helpful for daily assignments or weekly assignments
  - Inserting **Click Button for Macro**

MS EXCEL

- VBA CODING FOR MAJOR FUNCTIONS
  - VBA codes for Preparing
    - **Payslip –** Preparing Payslip and saving as **PDF on one click (For Bulk records)**
    - Splitting Consolidated file into **Multiple Excel Sheets**
    - Save multiple Excel Sheets into **Excel Files**
    - **Copy/Extract file names** from Particular Folder etc.

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MS EXCEL

- Use of **Conditional Formatting** in detail
- How to search **Multiple Documents at a time** from particular **Folder** using **Excel Formula**
- **Shortcut method** for **copy pasting** data from one sheet to another without disturbing Format
- **Shortcut Method** for **splitting data** from one column to another
- **Adding Total & Sub Total** without using Pivot Table
- Uses of **Advance Filter**

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MICRO SOFT POWER POINT

TRAINER – ASHA BHAT

MS POWER POINT

- BASICS
- INSERT OPTIONS
- DESIGN
- HYPERLINK
- ANIMATION
- PAGE SETUP
- SLIDE SHOW
- FORMATTING

MS POWER POINT

- **BASICS**
  - **Use of Power Point and Basics**
- **INSERT OPTIONS**
  - **Chart**
  - **Table**
  - **Picture etc.**
- **DESIGN**
  - **Layout details**
- **HYPERLINK**
  - **Hyperlink with icon**

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MS POWER POINT

- **ANIMATION**
  - **Detailed Information about Animation**
- **PAGE SETUP**
  - **Inserting Footer**
  - **Header**
  - **Page Number**
  - **Date etc**
- **SLIDE SHOW**
  - **How slide show works**
- **FORMATTING**
  - **Table Design**
  - **How Table property works**
  - **Alignment etc.**

TRAINER – ASHA BHAT

MICRO SOFT WORD

TRAINER – ASHA BHAT

MS WORD

- BASICS
- INSERT OPTIONS
- HYPERLINK
- PAGE SETUP
- MAIL MERGE
- MACRO RECORDING

TRAINER – ASHA BHAT

MS WORD

- BASICS
  - Alignment
  - Formatting
  - Space Adjustments
  - Paragraph Setting etc.
- INSERT OPTIONS
  - Table
  - Chart
  - Images
  - Header Footer etc.
- HYPERLINK
- FINDING DIFFERENCE BETWEEN TWO FILES
- PAGE SETUP
- MAIL MERGE
  - Merging data from Excel to Word in detail

SHARING

EXCEL FORMULAS FILE (all category) AND IMPORTANT VBA CODES AT THE END OF THE TRAINING COURSE FOR FUTURE REFERENCE

TRAINER – ASHA BHAT

THANK YOU