

Certificate Course in Advanced Excel

Microsoft Excel is a spreadsheet application developed by Microsoft Inc for Microsoft Windows. Its use is to do advanced calculation, graphing tools, pivot tables, and a macro programming language referred to as Visual Basic for Applications. The course curriculum in our Institute is one of the most comprehensive and most advanced. Here you will be trained from the very basic till the most advance level.

MS Advanced Excel 2007

- Introduction
- Defining names and Its Importance.
- Sorting
- To Sort by Multiple Columns
- To perform a Simple Sort
- Magic of Auto Fill
- Text Function: TRIM, LEFT, RIGHT, FIND, CONCATENATE, UPPER and More
- IF Function with more Nested IF() Function
- SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS & COUNTIFS
- MAX, MIN, CHOOSE and other nested Function
- VLOOKUP & HLOOKUP Function
- IFERROR Function
- Chart Preparation
- Working with Pivot Table
- Date Functions
- Working with Data Validation
- Protecting and Sharing Worksheet
- How to use Hyperlink feature
- Conditional Formatting
- Recording Macros

Course Duration: 1 Month
Timings: 1:30 Hrs. Daily (Mon-Sat)
Fees: Rs.2550 /-