Excel

Microsoft Excel 2007-2016

80% of jobs need Excel Proficiency today. Excel knowledge is a mandatory requirement in almost all professions and all post graduation courses. Move ahead in your career with this Excel Certification.

Who can attend?

- Anyone interested in mastering MS Excel
- Working Professionals
- Graduates
- 10th Standard and above

Training Details

Duration:	2 days (16 hours)
Timings:	9 am – 5pm
Number:	Max 20 people
Fees:	6750/- inclusive of all taxes

Certificate

Upon successful completion of the course, you will receive a Certified Advanced Excel Professional Certificate

Registration Details

Call: **70214 37151**

98209 59224

Key Highlights of the Training

100+ Excel Formulas Covered, Macros included

Training Material Included

Lunch and 2 tea breaks with refreshments included

All alumni will be able to attend any future batch for the respective training program attended with prior intimation of 10 days.

Contact Us: 7021437151

TrainSmart Academy

Excel

Detailed Outline "Certified Advance Excel Course"

Excel Environment

- Introduction to Excel
- Viewing excel window
- Ribbon
- Tab layout
- Cell address
- Creating excel
- Saving excel
- Tool Bar
- Using HELP

Basic features of excel

- Concept of Label, Values
- Concept of worksheets
  - Naming sheets
  - Insert sheets
  - Delete sheets
  - Moving sheets
- Print, Print preview, Page layout
- Cut, Copy, Paste
- Format painter, Drag Drop
- Sequence identification
- Editing Cell Entries

Data Analysis

- Pivot tables
- Pivot charts
- Examples how Corporates use it

Functions and Formulas

- Entering Formulas
  - Complex Formulas
  - Order of precedence in Excel formulas
  - Relative reference
  - User defined formulas
  - absolute and relative referencing rules
- Print and View formulas
- Circular reference, Autosum
- IF formulas, Nested IF, Multiple IF

Statistical Functions

- Average, Sum, Sumproduct
- Product, Weighted Average
- Mean, Median, Mode
- Quartile, Percentile, Shortcuts

Counting

- Count cells that contain numbers
- Count nonblank cells
- Count how often a value occurs
- Count all of the cells in a range
- Counting with IF function

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Formatting

- General formatting
- Adjusting Column Widths
- Conditional formatting
- Highlight cell rules (greater than, less than, between, equal to, duplicate values, date occurring, a text containing)
- Top bottom rules (top 10 items, top 10%, bottom 10 items, bottom 10%, above average, below average)-

Dates in calculations

- Add a number of days to a date
- Add months to a date
- Add years to a date
- Add a combination of days, months, and years to a date
- Calculate the number of days between two dates
- Calculate the number of months between two dates
- Calculate the number of years between two dates
- Convert dates to the text for the day of the week
- Insert a date or time whose value is updated
- Edate

Charts

- Planning and Designing a Chart
- Chart elements
- Creating a Chart
- Moving and Resizing a Chart
- Editing a Chart
- Formatting a Chart
- Annotating and Drawing on a Chart
- Previewing and Printing a Chart
- Converting chart types

Text Features in Excel

- Change the case of text
- Check if a cell has any text/number in it or is blank
- Concatenate
- Combine two or more columns by using a function
- Checking Spelling

Name Function

- Name a cell
- Name a range
- Use named range in calculations
- Deleting name range
- Viewing of names

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Finance Functions

- Calculate a running balance
- Compound Interest Calculation
  - CAGR
  - IRR
  - ABS
  - NPV
- Percentages
  - Calculate the amount if you know the total and percentage
  - Calculate the percentage if you know the total and amount
  - Calculate the difference between two numbers as a percentage
  - Increase or decrease a number by a percentage

Other features

- Inserting and Deleting Rows and Columns
- Adding and editing comments
- Freezing Columns and Rows
- Controlling Page Breaks and Page Numbering
- Paste Special

Graphics

- Inserting pictures
- Smart Art
- Screen shots
- Graphics on Charts (changing colors and size on a chart)

Search Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP and HLOOKUP with linkages across worksheets

Data Management

- Sort and filter
- Create and modify tables

Macros

- Introduction to Macros
- Creating Basic Macros

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