



ADVANCED EXCEL

DURATION: 24 HOURS

Objective:

Microsoft Excel is extremely valuable for businesses, which use Excel features to record expenditures and income, plan budgets, and chart data. Our Working With Advanced Excel course covers a combination of business concepts and hands-on learning on MS- Excel. You will gain expertise in analysis and presentation of complex data using Excel and understanding business process automation .You will also go through multiple case study based practice exercises.

Modules:

- Calculating Data with Advanced Formulas
- Organizing Worksheet and Table Data.
- Presenting Data Using Charts.
- Analyzing Data using Pivot Tables and Pivot Charts.
- Inserting Graphic Objects.
- Customizing and Enhancing Workbooks and the Excel Environment.
- Analyzing Data.
- Auditing Worksheets.
- Working with Multiple Workbooks Importing and Exporting Data.
- Using Excel with the Web.
- Automating Business Operations.
- Usage of AI for Enhancing Excel Productivity

Exit Profile:

- MIS Executive
- Market Research Analyst
- Data Analyst
- Financial Analyst
- Project Coordinator