



# MS EXCEL

## BASIC COURSE

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$f(x)$

# ABOUT COURSE

In this online live Microsoft Excel Course, you will learn the fundamentals of Excel, the most widely used and effective spreadsheet tool. The course is appropriate for students or professionals at any level of an organization, whether entry-level or executive who wants to refresh their Excel skills.

By finishing this Excel course, you will feel at ease using the software program regularly. You will be able to do computations and produce polished graphs and charts from your data.



$f(x)$

# COURSE HIGHLIGHT

- This is a basic level course
- Duration of basic level: **30 hours**
- Daily timing options: **1 or 2 hrs/day**
- Online live instructor - led Training, Practice Exercise with real data
- Learning Methodolgy
  - 1 . One-on-one daily assessment and review
  - 2 . Learning by teaching
  - 3 . Review, monitoring, and guidance
  - 4 . Proven Structure



# WHAT WILL YOU LEARN?

## Week 1

- Excel Introduction
- Excel settings
- Formatting
- Cell referencing
- Keyboard shortcuts
- Format cells dialog box
- Page setup

## Week 2

- Logical Functions
- Mathematical functions
- Date and time functions
- Paste special
- Sort and filter
- Custom sorting

## Week 3

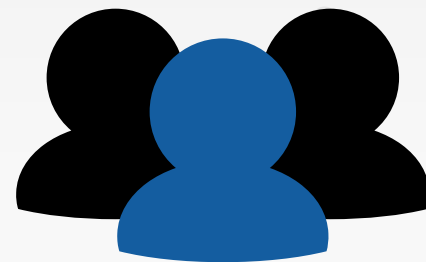
- Flash fill
- New window, arrange window, split and hide
- Freeze panes
- Charts
- Net Income Projection
- Conditional Formatting

## Week 4

- Financial functions
- Lookup functions
- Data validation
- Go to special
- Comprehensive formula lesson
- Tips & Tricks in Excel

# WHO CAN APPLY?

- Students
- Aspiring accountants and CAs
- People who have a knack for learning new skills
- Anyone who adopted for commerce field.



# HOW TO APPLY?

Follow the step below to enroll the our courses



Form Filling



Payment



Enrollment

Apply Now



# FEES

Original price - **Rs 5,000/-**

**50% Off**

Now **Rs 2,500/- Only**



# CONTACT US

For further queries, please contact



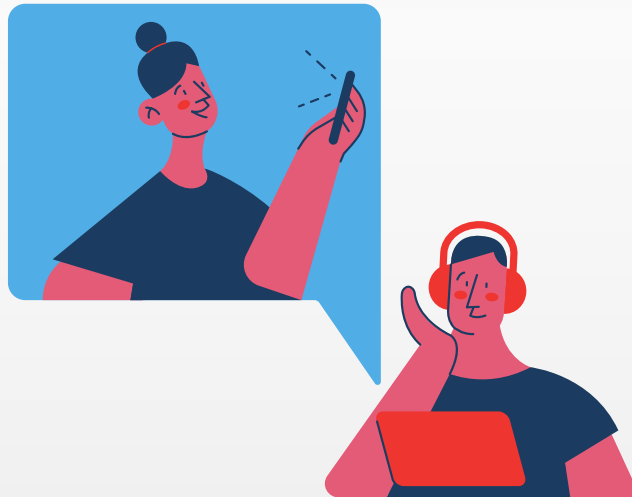
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**Let's connect on:**

