

## **7. ADVANCED EXCEL TRAINING**

Course Code	: TC-07
Eligibility	: 10+2 / Graduate
Level	: Intermediate.
Suitable for	: Students / individuals looking for Advanced Office Jobs using Excel.
Target	: To get professional knowledge in MS Excel.

### **Advanced Excel Training**

We have developed **advanced excel training** module to help managers understand various complex issues related to advanced excel. **MIS course** designed guarantees the value additions in terms of training and development of managers and other employees of the organisation. Hence MBA CA's CS and other working people can come and solve their problem in few days learning, since **Advanced Excel classes** is conducted on weekends it become more and more convenient for working persons to join this course. Industry experienced corporate trainer takes up classes in small group to teach various advanced functions of advanced excel techniques, small size batch gives individual attention to each participant. during **MS Excel Training**

### **Significance of Advanced Excel Training**

We offer **MIS Training** Course for freshers as well as experience persons, **MIS - Management Information System** experts are required for every sector of the economy as well for every industry, there are various reports and informations that Management of an organisation looks for, managers are required to prepare those reports using various functions and formulas available in **MS excel spreadsheets** however many times managers do feel lack of knowledge and understanding how to use **advanced excel** commands. Most of the topics mentioned are covered under **advanced excel course** has however excel has huge potential and the learning process is limitless and it takes years of practice to have full fledge mastering on the subject. We fulfill this gap by offering quality training

1. Various MIS technique in Advanced Excel VBA Programming
2. Get an overview of Analytical Process
3. Data handling in MIS Reports
4. Reporting and Formatting
5. Fundamentals of data handling, MIS, EXCEL
6. Working with Formulas and Functions.
7. Conditional Formatting.
8. Data Sorting & Filtering.
9. Pivot Tables

10. Pivot Charts.

TEACH