



Excellence Educational Academy

Alipore, Kolkata

[Where **TALENT** is the keyword]

Sister Concern is



DIGITAL EDUCATION
WHERE TALENT IS THE KEYWORD

e-DIGITAL LEARNING

AN INSTITUTE FOR MULTIDISCIPLINE TECHNICAL COACHING CLASSES & GUIDANCE
[Founded and Directed by a Renowned Academicians & Corporate Professionals]

Ref. No. : EEA/MSEXCEL/IT/NON-IT/2023

Date : 21/07/2023

Tools: Microsoft Office (MS OFFICE 2016 x) | Windows Operating System (64 bits x)

Total Duration: 3 Months i.e. 50 Hours (16 hrs-Basic MS Excel + 32 hrs-Advanced MS Excel)

Prerequisites: High-school mathematics | Basic Computer Knowledge | Laptop/Desktop with internet connection

Name of the Corporate Training Course:

Basic To Advanced Microsoft Excel

Start out on the right foot with Excel by taking advantage of EEA's comprehensive **Basic To Advanced Microsoft Excel Training Syllabus**. As part of our **Basic To Advanced Microsoft Excel Course Syllabus**, you'll get some hands-on experience with fundamental arithmetic and formulae, graphical displays, table construction, workbook, worksheet formatting and shortcut keys.



This **Basic To Advanced Microsoft Excel Training** gives you everything you need to know to construct and manage simple spreadsheets. Students will be given an introduction to the system's user interface and instructed on how to enter and modify data in numerous ways. Furthermore, our **Basic To Advanced Microsoft Excel training Syllabus** will teach learners the many approaches to writing formulae.

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Program Modules:

* Refresher & Gap analysis [1 classes-2 hrs]

Basic MS Excel Training Content: [16 Hours – 1 Month]

Objective: To create, modify, save and print an excel worksheet.

Lesson 1: The Excel environment [2 Hrs]

- Navigating a worksheet
- Spreadsheet terminology
- Getting help

Lesson 2: Entering and editing data [2 Hrs]

- Entering and editing text and values
- Entering and editing formulas
- Saving and updating workbooks

Lesson 3: Modifying a worksheet [2 Hrs]

- Moving and copying data
- Moving and copying formulas
- Inserting and deleting ranges, rows and columns
- Cell comments

Lesson 4: Using functions [2 Hrs]

- Entering functions
- AutoSum
- Other common functions

Lesson 5: Formatting [2 Hrs]

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

Lesson 6: Printing [2 Hrs]

- Preparing to print
- Page Setup options
- Printing worksheets

Lesson 7: Charts [2 Hrs]

- Chart basics
- Pie Chart
- Bar Chart

Lesson 8: Case Study [2 Hrs]

- Modifying existing worksheet
- Use shortcut keys
- Create and email worksheet

Advanced MS Excel Training Content: [32 Hours – 2 Months]

Objective: To enhance a basic, Excel worksheet using Pivot Tables and Charts, advanced functions like SUMIF, as well as use Lookups.

Lesson 1: Review Basics [4 Hrs]

- Downloading from Account Reconciliation
- The Excel environment
- The Sparkline
- The Trendline

Lesson 2: Subtotal Functions [6 Hrs]

- Create an outline and consolidate data
- Create subtotals in a list
- Use multiple subtotal functions – SUBTOTAL, SUMIF
- Create custom views to save different sets of worksheet display and print settings

Lesson 3: Range names and Filter data [8 Hrs]

- Define and apply cell and range names
- Use names in Formulas
- Filter data based on complex criteria
- Use conditional filters
- Copy filtered results to another range

Lesson 4: Pivot Tables [8 Hrs]

- Prepare data in a table format and name the table
- Create a PivotTable for analysing
- Use the Download Actuals page in Account Reconciliation as example
- Modify or re-arrange fields

Lesson 5: Selected Functions [6 Hrs]

- Using IF and SUMIF functions to calculate a value based on specified criteria
- Use ROUND function to round off numbers
- Use VLOOKUP to find values in worksheet data
- Use HLOOKUP

Conclusion:

Our **Microsoft Excel Training Syllabus** is designed to ensure that you have an understanding of Excel, starting from basics to advancing to complex ideas. You get the knowledge and abilities required for success in the data area with this course. By joining our training, you'll gain the essential skills needed to pursue and thrive in your dream job.

About Course

- If You Want To Take This Course **Online** , The Course fees Will be **2500 rupee/month.**
- If You Want To Take This Course **Offline**, The Course fees Will be **3500 rupee/month.**
- Course Duration – **3 Months i.e. 50 Hours (16 hrs-Basic MS Excel + 32 hrs-Advanced MS Excel)**
- Payment - (Strictly in MONTHLY system) and ONE-month advance, which will be, adjust in the last month of the course.
- Small group of Study (At-Least **10 students** & At-most **15 students** in ONE group).
- The Classes Will be taken **2 Days/Week and 2 Hours /Day.**
- **On Successful Completion of the Course along with Hands-on Assessment, Certificate will be Awarded.**
- **After Completion of the Course, INTERNSHIP on the same Domain Technology will be provided for doing hands-on work on real-life Industrial Project followed by Job Assistance(Reference for up to 3 Interviews) in IT/SW Industry.**
- **Both Theoretical & Hands-on Training will be Provided by Highly Qualified & IT Experienced Senior Professionals those are fully settled in IT Industry since long and having Job Referral capacities.**

If you are really interested for building a Career with Excellent hi-end Hands-on Studies followed by IT Internship & Job in the Microsoft Excel Data area Domain in IT/SW Industry, then only Contact below mentioned contact details for Enrollment into the Course.