

# ADVANCE MS Excel



Leads to Microsoft Certification **Batch 6**

## Program Objectives

Excel isn't just for basic number crunching anymore. In this advanced Excel program, you'll dive deep into its capabilities, discovering how to streamline tasks with macros, supercharge your data analysis with advanced formulas, and create dynamic, interactive reports. Whether you're a data enthusiast, a business professional, or a financial analyst, this course empowers you with the skills to take your Excel proficiency to the next level, making you a data wizard in no time.

## Benefits of Advanced MS Excel in a Professional Environment.

- Automation opportunities and increased productivity.
- Remote work and freelancing
- Data-driven decision-making and enhanced productivity.
- Data management, data cleaning, and improved data analysis.
- Career advancement and competitive edge.
- Data visualization and story telling
- Technical proficiency, reporting skills, and customized solutions
- Integration with other data sources
- Forecasting and trend analysis

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Rs. 40,000/- (+5% SST) \*Discounts available



Starting: March 2024



Mon, Wed, & Fri (tentative)



06:00 PM – 09:00 PM



IBA City Campus

## Course Topics

- Introduction to Advance Excel
- Custom Formatting. (Dates, Data, Reports)
- Operation Formulas, using relative and absolute References.
- Data Validation, dropdowns, duplications.
- Goal Seeking, Scenario Manager, Data Tools, Tracing the Precedents and Dependents
- Formulas – Lookup, Conditional Logics, If Statements...
- Power pivot, Table analysis, data connections, Macros, User form.
- Power Query, BI in Excel, Dashboard reporting
- Case studies: Marketing, Finance, HR & Supply chain
- Microsoft Visual Basic, Scripting
- Data Structuring

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