

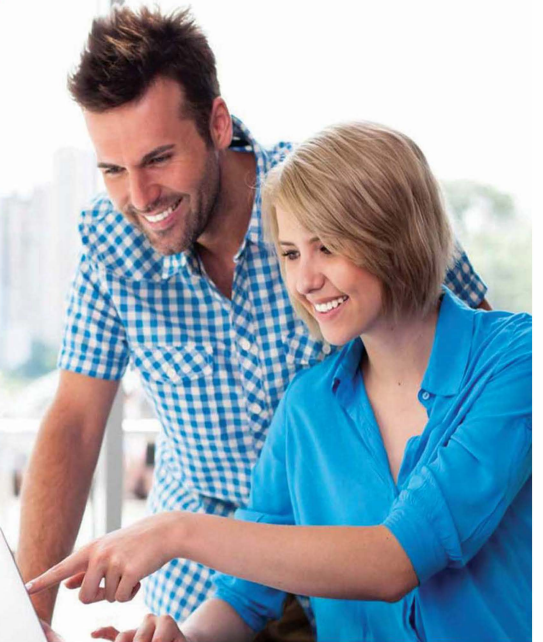
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Quick Contact



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Basic Topics

- Introduction to Excel
- Improvements in Excel from 2003 to latest version
- What's new in latest versions
- Excel Options
- Commands/Shortcuts in Excel
- Charts
- Tables
- Pivot tables
- Protection of cells, Sheets, Workbooks
- Data Import, Export
- Cell Referencing In Excel
- Relative Referencing
- Absolute Referencing
- Difference Between Relative & Absolute Cell Referencing

Advanced Topics

- Dashboards in Excel and many more
- Lookup Functions
- Logical Functions
- Statistical Functions
- Text Functions





- Date and Time Functions
- Flash Fill
- Spark Lines
- Hyperlink
- What if Analysis
- Nesting of functions
- Creating add-ins
- Creating Workbooks, Worksheets, and Data
- Saving and Printing Data
- Formatting Cells and Worksheets
- Formatting Data
- Presenting Data using Conditional Formatting
- Performing Calculations Using Functions
- Data Search, Data Validation
- Creating and Customizing Visual Elements
- Customizing Options and Views
- Manipulating Data
- Advanced Conditional Formatting
- Linking In Excel Across Sheets/Workbooks
- Data Connections to multiple Sources
- Referencing Working with Options and Macros





- 3D Reference
- Working With 2D and 3D Charts
- Pivot Tables with Advance Features
- Creating Pivot Table Using Wizard / Layouts
- Formatting Pivot Table With Auto Formats and
- Creating Pivot Charts by using Source data
- Sorting with Multi Levels by using Clauses
- Adding Form Wizards
- Data Validation with Advance Options
- Subtotals with Multi level Grouping Levels
- Filtering by using Auto and Advanced Filters
- Filtering by using Multiple Criteria Levels
- Filtering and Sorting by Color Levels
- Customization of toolbar and Quick Access Tool Bars
- Auditing Excel Sheet
- Working and editing with Hyperlinks

*syllabus can be modified based on your requirement

For more visit : <https://www.traininginbangalore.com/excel-training-in-bangalore/>





Other Activities

Assessments

- **Objective Assessments**

- Syntactical based
- Scenario based

Note: At least 2 objective based assessments in each module

- **Hands On – Practical Assessments**

- Scenario based

Note: At least 2 Hands on assessments in each module

Assignments

- **Hands On – Practical Assignments**

Note: At least 4 Hands on assignments in each module

Tasks – Home Work

- **Regular tasks on each module**

Note: Tasks are focused more to improve self learning

Resume Support & Interview Preparation

- **Work on one or two mini projects**
- **Discuss and convert the current working project into Excel project to add in resume & to explain Excel experience in interviews.**