

**Course Name : Certificate Course in Excel Expert with Office Automation**

Prof Name : Mrs Mayuri Gor

Duration : 20 sessions ( 90 mins each)

Fees : ₹ 1750/-

Days : Wednesday's & Friday's

Time : 4 pm to 5.30 pm

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**Course Objective:** Certificate Course Advance Excel with Office Automation will help adding up skill oriented information technology certified course to their resumes and grab great opportunity in today's competitive scenario. Creating, formatting and studding to analyze worksheets, documents and with Microsoft Office package

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**Career Opportunity:** Excel Analyst, MIS Executive, Data Management Executive, Office operator

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*Program Contents*

Advance Excel		
Intro to Excel	Data Filtration	Conditional Functions
Basic Functions	Data Sorting / Validation	Lookup Functions
Tabs & Ribbons	What if analysis	Database functions
Home Tab	Goal Seek	Array functions
Number Formatting	Scenario management	Debugging functions
Advance conditional Formatting	Consolidation	Working with Macros
Paste Special	Working with charts	MIS Reporting
Data Tab	Pivot Table / charts	Financial Functions
Lookup Functions	Mathematical Functions	Logical Functions
Statistical Functions	Date & Time Functions	Text Functions
Protection & Security	Advance Printing Features	Page and Margin Setup
Microsoft –Word		
Intro to Word	New File	Undo/Redo
Go to Command	Views	Header Footer
Page Layout	Inserting elements	Charts
Auto text	Symbols / Bookmarks	Mail merge
Font & Para	Border	Spelling / grammar
Table & Tabs	Advance Printing options	Auto correct
Microsoft Powerpoint		
Intro to Powerpoint	Setting Presentation Layout	Design Templates
Views	Slideshow	Drawing tools
Slide Animation	Slide Transitions	Slide show option
Downloading & designing slides	Actions	Linking

**Examination:** Topic wise practical Assignments, Final MCQ exam after course completion