

Course name: Overlook of Ms-Office with Advance Excel

Prof. Mr.Chintan Gor

Duration: 30 Hours

Objective of the Course:

- To increase the understanding for information technology related to advance office work.
- Creating, Formatting and studding to analyze documents, worksheets & Presentations with Microsoft package.
- To understand in detail about using formulas and calculations with advance excel sheets with practical examples.

Outcome of the Course:

After Completion of the Certified Course, students are expected to be able to:

- Create Documents in Microsoft work program using all advance functions
- Creating Spreadsheets with Advance formulas and Options related to reporting and analyzing
- Students would be able to make Creative and effective presentation with great presentation skills
- Also followed by other updated operating skills for Windows, E- Commerce and Networking

Number of total lectures	30 hours
Duration of lecture	2 Hours each
Number of days	15 Days

Eligibility:

All are welcome to apply.

Requirement of the Course:

- Fees must be paid in full when registering for the course
- All students are required to attend at least 75% of total course duration, if not done so, student won't be allowed for examination
- Students will have an practical exam for 50 marks and also a MCQ based exam for 50 marks.

Course Fees: Rs. 4500/-

Topic wise breakup

Ms-Office	
Computer Fundamentals How to use Windows Efficiently Working with Ms-Word Working with Ms-PowerPoint Adv. Presentation Techniques Ms-Outlook Ms-Access	Various ways to connect Internet Using Internet efficiently Networking Use of e-commerce Online Banking
Advance Excel	
Introduction to Excel Basic Functions Tabs and Ribbons Home Tab Number Formatting Advance Conditional Formatting Paste Special Insert Tab Page Layout Tab Data Tab Sub Total / Consolidation Working with Charts Pivot Table Data Filtrations Data Sorting / Validation Whatif Analysis Goal Seek Scenario MIS Reporting Setting up Formulas Practically Advance Level Shortcut Keys Page and Margin Setup Protection and Security Advance Printing Features	Pivot Charts with Report Date and Time Functions Text Functions Mathematical Functions Statistical Functions Financial Functions Logical Functions Conditional Functions Lookup Functions Database Functions Array Functions Debugging Formulas Working with Macros
Examination : 50 marks Practical & 50 marks MCQ's	