



Course Syllabus: Certificate in Advanced Excel- 3 Months

Month 1: Excel Fundamentals and Advanced Functions

Week 1: Excel Basics Review

- Introduction to Excel interface and tools
- Basic spreadsheet operations (data entry, cell formatting, etc.)
- Basic formulas and functions (SUM, AVERAGE, COUNT)

Week 2: Data Management and Formatting

- Data validation and conditional formatting
- Sorting and filtering data
- Using text functions (LEFT, RIGHT, MID, CONCATENATE, etc.)

Week 3: Advanced Formulas and Functions

- Lookup functions (VLOOKUP, HLOOKUP, XLOOKUP)
- Logical functions (IF, AND, OR, NOT)
- Nested functions and formula auditing

Week 4: Date and Time Functions

- Working with dates and times in Excel
- Date and time functions (DATE, TIME, DATEDIF, NETWORKDAYS, etc.)
- Creating dynamic date and time formulas

Month 2: Data Analysis and Visualization

Week 5: PivotTables and PivotCharts

- Creating and managing PivotTables
- Analyzing data using PivotTables
- Creating and customizing PivotCharts

Week 6: Data Analysis Tools

- Using data analysis tools (Goal Seek, Solver, Data Tables)
- Introduction to Power Query for data transformation
- Cleaning and preparing data with Power Query

Week 7: Advanced Data Analysis Techniques

- Using statistical functions (STDEV, VAR, CORREL, etc.)
- Scenario Manager and What-If Analysis
- Introduction to Power Pivot and Data Model

Week 8: Data Visualization with Charts

- Creating and customizing various chart types (line, bar, pie, scatter, etc.)
- Using sparklines for data visualization
- Advanced chart techniques (combo charts, secondary axes)

Month 3: Automation and Advanced Excel Features

Week 9: Excel Macros and VBA Introduction

- Recording and running macros
- Introduction to VBA (Visual Basic for Applications)
- Writing simple VBA scripts to automate tasks

Week 10: Advanced Excel Features

- Working with large datasets
- Advanced sorting and filtering techniques
- Using Excel Tables and structured references

Week 11: Collaboration and Workbook Management

- Sharing and collaborating on Excel workbooks
- Protecting and securing Excel files
- Managing multiple worksheets and workbooks



Week 12: Final Project and Exam Preparation

- Review of key concepts and skills
- Hands-on final project (complex data analysis and reporting)
- Preparation for final assessment and certification exam

Additional Activities and Resources

- **Guest Lectures:** Inviting industry professionals to discuss real-world Excel applications
- **Peer Collaboration:** Group projects and peer reviews to enhance learning
- **Online Resources:** Access to tutorials, articles, and additional learning materials
- **Practical Exercises:** Weekly assignments and practical exercises to reinforce learning

Fee Structure

Total Package Cost: Rs.4500/-

Monthly Fees:

- **Registration Fee:** Rs.1150/-(One Time Payment)
- **Installment Payment:** Rs.1500/-(1500 x 2 Installment)
- **RFID Card & Exam Fee:** Rs.350/-(One Time Payment)

Payment Options

- **Full Payment: Rs.4,050/-** (includes a 10% discount if paid upfront, making it Rs.4,050/-)

Benefits Included:

- **Certificate of Completion:** Issued upon successful completion of the course
- **Professional Development:** Access to ongoing support and resources for further learning
- **Networking Opportunities:** Connection with other learners and industry professionals
- **Career Guidance:** Assistance with job placements and career advancement opportunities

This 3-month Certificate in Advanced Excel course provides comprehensive training in Excel's advanced features, data analysis, visualization, and automation, preparing participants to utilize Excel effectively for professional tasks and data management.

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