

MICROSOFT EXCEL TRAINING

COURSE	TOPICS	NO. OF VIDEO TUTORIALS	SESSIONS (APPROX.)	TRAINING FEE (PER PERSON)
BASIC EXCEL	1. 200+ Excel shortcut keys 2. Introduction to Excel ribbon tabs (All features and tabs)	Manual training, no videos.	2	Rs.2,500/-
ADVANCED EXCEL WELCOME COURSE	1. Conditional Formatting 2. Paste Special 3. Data Validation 4. Basic pivot table 5. Flash Fill	94 videos	5	Rs.5,000/- (w/o videos) Rs.10,000/- extra for videos.
FUNCTIONS AND FORMULAS	1. Absolute vs. Relative cell reference 2. Formula errors 3. Named ranges 4. Vlookup 5. Match 6. Index 7. When result column is on left of lookup column 8. Data validation with Vlookup and IFERROR 9. Hlookup 10. Retrieve data from all columns 11. Lookup in vertical range, return from horizontal range 12. IF function – different scenarios 13. Using Excel functions in conditional formatting 14. Data cleaning functions	31 videos	4	Rs.4,000/- (w/o videos) Rs.7,000/- extra for videos

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MACRO RECORDING (DATA AUTOMATION)	1. Macro basics	20 videos	5	Rs.5,000/- (w/o videos)
	2. Absolute vs. Relative Reference			
	3. Advanced filter macros			Rs.7,000/- extra for videos
	4. Transpose macro			
	5. Highlight cells macro			
	6. Delete blank rows macro			
	7. Format table macro			
	8. Vlookup macro			
	9. Create pivot table macro			
	10. Refresh pivot macro			
	11. Different pivot table views macro			
	12. Top ten filter macro			
DATA ANALYSIS WITH ADVANCED PIVOT TABLE	1. Pivot table example	86 videos	7	Rs.7,000/-
	2. Arranging data in multiple ways			
	3. Create pivot table			Rs.10,000/- extra for videos
	4. Field list in detail			
	5. Copy pivot table in different ways			
	6. Subtotal options			
	7. Grand total options			
	8. Report layout options			
	9. Blank rows options			
	10. Pivot table styles			
	11. Analyze tab			
	12. Show details			
	13. Pivot cache in detail			
	14. Slicers in details			
	15. Timeline			
	16. Conditional formatting in pivot table			
	17. Defer layout update			
	18. Calculate fields and items in detail			
	19. Value field settings in detail			
	20. Grouping in detail			
	21. Pivot chart			