

MICROSOFT EXCEL TRAINING

COURSE	TOPICS	NO. OF VIDEO TUTORIALS	SESSIONS (APPROX.)	TRAINING FEE (PER PERSON)
BASIC EXCEL	<ol style="list-style-type: none"> 200+ Excel shortcut keys Introduction to Excel ribbon tabs (All features and tabs) 	Manual training, no videos.	2	Rs.2,500/-
ADVANCED EXCEL WELCOME COURSE	<ol style="list-style-type: none"> Conditional Formatting Paste Special Data Validation Basic pivot table Flash Fill 	94 videos	5	Rs.5,000/- (w/o videos) Optional: Rs.10,000/- extra for videos.
FUNCTIONS AND FORMULAS	<ol style="list-style-type: none"> Absolute vs. Relative cell reference Formula errors Named ranges Vlookup Match Index When result column is on left of lookup column Data validation with Vlookup and IFERROR Hlookup Retrieve data from all columns Lookup in vertical range, return from horizontal range IF function – different scenarios Using Excel functions in conditional formatting Data cleaning functions 	31 videos	4	Rs.4,000/- (w/o videos) Optional: Rs.7,000/- extra for videos

COURSE	Topics	No. of Video Tutorials	Sessions (Approx.)	Training Fee (Per Person)
MACRO RECORDING (DATA AUTOMATION)	<ol style="list-style-type: none"> 1. Macro basics 2. Absolute vs. Relative Reference 3. Advanced filter macros 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 	20 videos	5	Rs.5,000/- (w/o videos) Optional: Rs.7,000/- extra for videos
DATA ANALYSIS WITH ADVANCED PIVOT TABLE	<ol style="list-style-type: none"> 1. Pivot table example 2. Arranging data in multiple ways 3. Create pivot table 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 	86 videos	7	Rs.7,000/- (w/o videos) Optional: Rs.10,000/- extra for videos