AL-AMEEN INSTITUTE OF INFORMATION TECHNOLOGY

<u>Certificate Course in Advanced Excel</u>

Microsoft Excel is a spreadsheet application developed by Microsoft Inc for Microsoft Windows. Its use is to do advanced calculation, graphing tools, pivot tables, and a macro programming language referred to as Visual Basic for Applications. The course curriculum in I Turn Institute is one of the most comprehensive and most advanced. Here you will trained from the very basic till the most advance level.

MS Advanced Excel 2007

- ❖ Introduction
- ❖ Defining names and Its Importance.
- ❖ Sorting
- ❖ To Sort by Multiple Columns
- ❖ To perform a Simple Sort
- ❖ Function
- ❖ SUMIF, AVERAGEIF, COUNTIF, SUMIFS, AVERAGEIFS & COUNTIFS
- ❖ MAX, MIN, CHOOSE and other nested Function
- ❖ VLOOKUP & HLOOKUP Function
- ❖ Conditional Formatting

- ❖ Magic of Auto Fill
- ❖ Text Function: TRIM, LEFT, RIGHT, FIND, CONCATENATE, UPPER and More
- ❖ IF Function with more Nested IF()
- ❖ IFERROR Function
- ❖ Chart Preparation
- ❖ Working with Pivot Table
- ❖ Date Functions
- ❖ Working with Data Validation
- ❖ Protecting and Sharing Worksheet
- ❖ How to use Hyperlink feature

Course Duration: 1 Month
Timings: 1:30 Hrs. Daily (Mon-Sat)
Fees: Rs.2550 /-

76A/1 Okhla Main Bazar
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