

VALUE ADDED COURSE

Session - 2019-2020



CERTIFICATE COURSE IN ADVANCED EXCEL

About the course

Advanced excel course further applies reflective thinking and technical skills using latest technological tools. After completing the course, students will become proficient in Excel and enhance their ability to think critically and apply what they have learned during the course. After completion of the course, students will be able to understand consolidation to summaries and report results from multiple worksheets, Manipulate data lists using Outline, Auto filter and PivotTables, Apply advanced functions and productivity tools to assist in developing worksheets, Record repetitive tasks by creating Macros, Use the hyperlinks to move around worksheets. This course gives students the knowledge about Excel functions, Data validation, Pivot tables and Data visualization which will give them the opportunities and growth in their career.

Learning Outcome

- After completion of the course, students will be able to:
- Understand basics concept of Advanced excel
- Apply advanced functions and productivity tools to assist in developing worksheets
- Understand consolidation to summaries and report results from multiple worksheets

Note

- Interested students must fill the registration form by 20/7/2019, by 5:00 pm.
- 75% attendance is mandatory to get the certificates.
- Assessment will be held on the basis of viva voce.

Timing : 12:30 pm - 01:30 pm

Duration : 30 hours

Resource Person :

Dr. Sandeep Kumar
Dr. Deepak Sonkar
Ms. Alka Batra
Ms. Indu Sharma

Registration Date :

19-07-2019 - 20-07-2019

Module

- Introduction (3 hours)
- Working with Functions (4 hours)
- Data Validations (3 hours)
- Working with Templates (3 hours)
- Sorting and Filtering Data (3 hours)
- Working with Reports (3 hours)
- Creating Pivot tables (5 hours)
- Data Visualization using excel (4 hours)
- New Features Of Excel (2 hours)

For any queries related the VAC certification course, Please feel free to contact

VAC Coordinator : Dr. A.K. Srivastava 9842782560