

## VALUE ADDED COURSE

Session - 2020-2021



# 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 27/8/2020, by 5:00 pm.
- 80% attendance is mandatory to get the certificates.
- Assessment will be held on the basis of viva voce

Timing : **11:30 pm - 01:30 pm**  
**12:30 pm - 02:30 pm**

Duration : **30 hours**

Resource Person :

**Dr. Sandeep Kumar**

**Ms. Alka Batra**

**Ms. Bharti Aggarwal**

**Ms. Ambooj**

**Dr. Munesh Chaudhary**

**Dr. Deepak Sonkar**

Registration Date :

**26-08-2020 - 27-08-2020**

### Module

- The basics of Excel (3 hours)
- Working with Functions (5 hours)
- Data Validations (3 hours)
- Working with Templates (4 hours)
- Working with Reports (3 hours)
- Creating Pivot tables (5 hours)
- Data Visualization using excel (4 hours)
- New Features Of Excel (3 hours))

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

**VAC Coordinator : Dr. Y.P. Singh 8842782568**