CERTIFICATE COURSE IN ADVANCED EXCEL

LEARNING OBJECTIVES:

A major goal is to develop better computation skills. Improved critical thinking, decision-making, and problem-solving skills will also be emphasized

COURSE OUTCOME:
- Upon completion of the course students will be able to:
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- Use Microsoft Excel to create personal and/or business spreadsheets following current professional and/or industry standards.
- Use critical thinking skills to design and create spreadsheets.
- Communicate in a business setting using spreadsheet vocabulary.

ELIGIBILITY:
Minimum 12th pass or equivalent from a recognized board or university.

COURSE CONTENTS:
Complete MS-EXCEL 2016   **10 lecture**
- ➢ Introduction To MS-Excel
- ➢ Creating a new workbook in MS-Excel
- ➢ Worksheet Fundamentals
- ➢ Selecting Cells and ranges
- ➢ Find And replace option
- ➢ Formatting cell and worksheet
- ➢ conditional formatting
- ➢ Creating Table in Excel
- ➢ Sorting Data in excel
- ➢ Filter in Excel
- ➢ Creating chart and graphics
- ➢ Data validation in Excel
- ➢ Graphic and designing in excel
- ➢ Printing your work in excel

Formulas and Functions   **5Lecture**
- ➢ Working with formulas and functions
- ➢ Logical Functions
- ➢ Text Functions
- ➢ Date and time functions
- ➢ Mathematical and Trigonometry Functions
- ➢ Lookup and reference functions
- ➢ Working With Formula Auditing

➢ Pivot Table and pivot chart option

Dashboards and Data Analysis   **5Lecture**

➢ Advance Chart in Excel
➢ Advance Pivot Table
➢ Advanced Filter
➢ Advanced Conditional Formatting
➢ Scenario Management
➢ Goal Seek
➢ Data Table
➢ Advanced Function

Macros & VBA Programming in Excel   **10 Lecture**
➢ Creating a Macro
➢ Running a Macro
➢ Editing a Macro
➢ Adding a menu to the Menu Bar
➢ Adding a Commands to a Menu
➢ Adding Buttons to a Toolbar
➢ Data Handling, MIS, EXCEL and Access
➢ Macro Generation and Application Design
➢ VBA in Excel 2016
➢ VBA Programming

TEACHING-LEARNING METHODOLOGY:

Online and Hand on Training

EVALUATION:

Online MCQ Examination

Reference Books:
1. Web sources