ADVANCED EXCEL TRAINING

Program Objective :

This program is designed for the working professionals who are already familiar with the basic features of Microsoft Excel and would like to enhance their knowledge to the next level with the advanced features of Microsoft Excel. Those Advanced Features will help them improving their efficiency, productivity in terms of Data Presentation, Data Mining, Data Cleaning and Data Summarization while working with spreadsheet data.

Who can Attend:

Executives and Managers from Finance, HR, Sales or Marketing, Production, Stores etc. who are using Excel to simplify their day to day task and feel like improving themselves with the existing features , functions and tools of Microsoft Excel.

Pre-requisites:

Participants must have basic operational knowledge in excel like creating formulas, printing and customizing etc.

Workshop Flow:

| Introduction about Spreadsheet Application and New features. | Working with live examples & Usage of Best Industrial Practices | Tips & Tricks, Troubleshoot Techniques | Workrelated Queries or Question & Answers |

Take Away:

Best tips and tricks of Microsoft Excel.

Softcopies of the customized Hands-in reference manual.

Handy Key-board Shortcut keys.

Post training support for 90 days

For Detailed Course Outline, Contact us:

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