

## **FAST-TRACK EXCEL TRAINING**

### **Program Objective :**

This program is meant for the B-Schools, Colleges and Universities where students have the basic knowledge of excel and would like to know about the features, functions and tools of excel which will be helpful in their life while they step in to the corporate world. They can make use of those TAT saving techniques, hidden functions and etc while preparing the MIS reports, dashboards, Chart Presentation and Data summarization. In turn they can make difference at their work place by giving a value addition to their work.

### **Who can Attend:**

Students from any stream (Science, Commerce, MBA, Engineering) 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:**



### **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

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**For Detailed Course Outline, Contact us:**

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