



Affordable Fees

Be Future Ready





Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY





Oxford Certified

MS Office & Advanced Excel Course - 3 Months

A Job-Oriented Course to Shape Your Future

Duration:- 3 Months

MS Word

- Introduction to Word
- Formatting text & paragraphs
- Page layout & design
- Tables, images & styles
- Proofing tools & templates
- Mail merge techniques
- Track changes & comments



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MS Excel Basics

- Data entry & formatting
- Basic formulas & functions
- Sorting & filtering data
- Charts & graphs
- Conditional formatting
- Pivot tables basics
- Printing & page setup

MS Excel Advanced

- Lookup functions (VLOOKUP, HLOOKUP)
- INDEX & MATCH functions
- Nested IF & logical functions
- Text, date & time functions
- Data validation rules
- What-if analysis tools
- Array formulas



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Data Management in Excel

- Data cleaning techniques
- Removing duplicates
- Consolidating data
- Importing external data
- Sorting & advanced filtering
- Power Query basics
- Data transformation steps





Pivot Tables & Analysis

- Creating pivot tables
- Grouping & summarizing data
- Calculated fields & items
- Pivot charts & slicers
- Interactive dashboards
- KPI tracking in Excel
- Dynamic reports with slicers

Data Analysis Tools

- Goal Seek & Scenario Manager
- Data Tables in Excel
- Solver for optimization
- Forecasting techniques
- Regression analysis basics
- Correlation techniques
- Descriptive statistics



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Data Visualization

- Advanced chart types
- Combination charts
- Conditional formatting visuals
- Sparklines in Excel
- Dynamic charts with formulas
- Data storytelling methods
- Formatting reports clearly





PowerPoint, Outlook & Integration

- PowerPoint design & themes
- Transitions & animations
- Presenter view & notes
- Sending & receiving emails in Outlook
- Calendar & task management
- Linking Word, Excel & PowerPoint
- Cloud sharing with OneDrive

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Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Advanced Excel 2 Months
- Busy Accounting 2 to 4 Months
- Business Analytics 6 Months
- **♦** E-Accounting 12+2 Months
- E-Accounting Banking & SAP 18 Months
- MS Office with AI Power 2 Months
- Ms Office and Advanced Excel 3 Months
- Power BI 1.5 Months
- Power BI and Advanced Excel 3 Months
- SAP FICO 3 Months
- Tax Return Filing 5 Months
- Tally and Advanced Excel 6 Months
- Tally-Advanced Excel and Power BI 7 Months



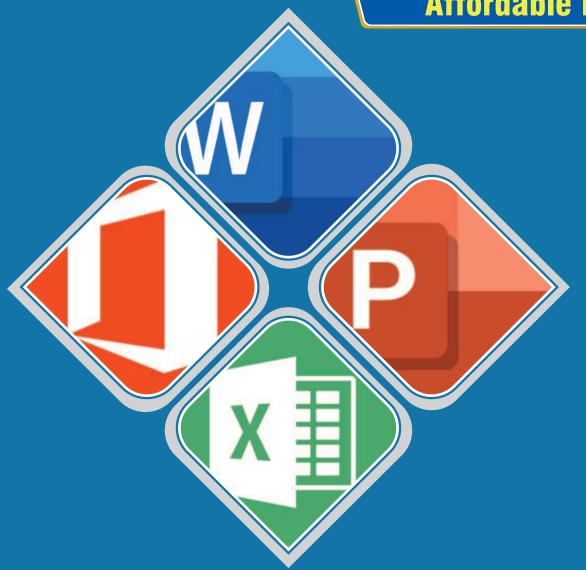


Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

Quality Education & Affordable Fees





EXCELLENCE THROUGH INNOVATIONQuality Education & Affordable Fees





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