

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



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A Job-Oriented Course to Shape Your Future

Duration:- 3 Months

Affordable Fees

MS Word

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



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



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



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.

- ★ Tally Prime - 2 to 4 Months
- ★ 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



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**Quality Education
&
Affordable Fees**



EXCELLENCE THROUGH INNOVATION
Quality Education & Affordable Fees



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