

The Company and the Trainer

Interactive HR Spot Private Limited is an ISO 9001:2015 certified company under MSME and MCA, Govt. of India with certificate number WB10D0011732. The company has won more than 6 national awards for its excellent training and quality services.

The trainer is having more than 25 years of experience in various corporate sectors with varieties of training exposure.

Some of our Clients

HDFC, ICICI, ABP, Vodafone, Eureka Forbes, Asian Paints, TCS, Flipkart, Times of India and many more

Training Subject

Microsoft Excel

Levels of Training

Excel Basic, Excel Intermediate, Excel Advance

Certification

Certified Microsoft Excel Specialist

Mode of Training

Presentation, Lecture, Real Life Example, Practical, Corporate Practice and Assignment

Training Support for 6 months

Free Unlimited Technical support (personal, telephonic, mail, Anydesk) and Unlimited Practice for 6 months, Soft copy of Course Material, Assignment and Practice Database

Training Date (Batch # 107)

Topic	Date
Basic:	17-Nov-19 (Sunday)
Intermediate:	24-Nov-19 (Sunday)
Advance:	1-Dec-19 (Sunday)

Training Date (Batch # 108)

Topic	Date
Basic:	8-Dec-19 (Sunday)
Intermediate:	15-Dec-19 (Sunday)
Advance:	22-Dec-19 (Sunday)

Time

11 am – 6 pm

No of Seat

15 (Maximum for each date) - No request will be accepted once the batch is full

Training Location

Interactive HR Spot Pvt. Ltd.

61 Russa Road (East), 2nd Floor, Near Rabindra Sarobar Metro Station (Gate 6), Opposite to Bhavani Cinema

Training Fees

See at the end of this document

Training Syllabus – Basic Excel

Level: Basic

Prerequisite: No

Duration: 6 hours

Introduction

Introduction to Microsoft Excel

Basic of Excel

Component of Excel Screen

Concept of Row & Column

Concept of Excel Cell

Concept of Workbook & Worksheet

Working with Excel

Inserting, Deleting, Hiding Row & Column

Cell addressing

Inserting, Renaming, Deleting, Moving, Hiding, Coloring worksheets

Workbook Save - Save as & Save

Basic Formatting

Data entry in Excel

Different type of formatting tools

Text Alignment

Number Alignment

Working with Borders

Working with Font

Working with Color

Working with Text Style

Adjusting Row and Column height & width

Merge and Center

Format Painter

Basic Excel Features

Working with Number & Decimal

Cut, Copy & Paste

Data Series

Search

Replace

Spell Checker

Removing Duplicate Data

Basic Formula

Concept of Formula

Basic of Formula

Formula Symbols

Data Sorting

Basic Sorting, Single Sorting

Custom Sorting, Double Sorting

Multiple Sorting

Training Syllabus – Intermediate Excel

Level: Intermediate

Prerequisite: Knowledge of Basic Excel

Duration: 6 hours

Advanced Formatting

Conditional Formatting

Advanced Conditional Formatting

Excel Protection

Protecting Excel file with Password

Protecting Specific Cell

Data Protection Excel Data

Data Filtering

Custom Filtering

Advanced Filtering

Text Filtering, Number Filtering, Logical Filtering

Data Validation & Data Restoration

Restricted Data Entry

Data Validation

Creation of List box while data entry

Input Message

Error Message

Text to Column

Function and Formula

Difference between Function and Formula

Different Type of Functions

Numerical Functions

Sum(), Product(), MOD(), Round(), Roundup(), Rounddown(), Average(), Min(), Max()

Count Functions

Count(), Counta(), Countblank()

Date & Time Functions

Date Format

Now(), days360()

Day(), Month(), Year()

Hour(), Minutes(), Second()

Working with Date and Time

Text Functions

Lower(), Upper(), Proper()

Len(), Left(), Right(), Mid()

Concatenate()

Find(), Search(), Substitute()

Trim(), Rept()

Working with Multiple Files & External Files

Hyperlink
Bookmark
Mailto
Inserting Object
Inserting Comment
Arranging Window

Handling Excel Window

Pane Management
Freezing window
Splitting window

Excel Printing

Page Layout
Adjusting Border
Adjusting Printing Size
Printing Options
Header & Footer

Training Syllabus – Advance Excel

Level: Advance

Prerequisite: Knowledge of Basic & Intermediate Excel

Duration: 6 hours

Advanced Formula Pre-Requisite

Advanced Cell Addressing

Absolute Cell Referencing

Relative Cell Referencing

Define Name Range

Formula Calculation Type – Auto and Manual

Watch Window

Advanced Excel Formula

Sumif(), Sumifs()

Averageif(), Averageifs()

Countif(), Countifs()

If() formula with and/or

Nested if() formula

Iferror()

Vlookup() formula

Hlookup() formula

Pivot Table

Concept of Pivot Table

Data Management for Pivot Table

Designing Pivot Table

Working with Multiple Pivot Table

Pivot Table Slicer

Excel Chart

Concept & Importance of Excel Chart

Creating Excel Charts

Different Chart Type

Formatting Chart

Design & Layout of chart

Other Advanced Tools

Goal Seek

Scenario Manager

Macro

Concept of Macro

Utility of a Macro

Recording a Macro

Running a Macro

Training Fees

Topic	Actual Fees	Discounted Fee
Only Basic Excel	1200	799
Only Intermediate Excel	1500	1299
Only Advance Excel	2000	1699
Basic + Intermediate	2700	1699
Intermediate + Advance	3500	1999
Basic + Intermediate + Advance	4700	2599

No of Seat

15 (Maximum for each date) - No request will be accepted once the batch is full

Payment Procedure

1. Cash/Card – Any candidate may visit HR Spot office (address as mentioned above) and can make the payment in cash or card
2. Bank Transfer – Please find below the bank account details to make payment via NEFT/IMPS/UPI/Transfer

Account Name: HR SPOT
 Account Number: 50200005725940
 Bank: HDFC Bank
 Branch: Prince Anwar Shah
 IFSC Code: HDFC0001219

3. Paytm – Any candidate may make the payment via Paytm no 8479908067 / 8335844414
4. Online Payment – To make online payment please contact our representative. We will send the link to make online payment via card/net banking or any other gateway

Please capture the screenshot/photo of the successful transaction and share the same with our representative once the payment is made.

How to Register

Whatsapp at 8335844414 with below details and payment confirmation screenshot

Name:
 Mobile:
 Mail id:
 Location (Kol / BBSR / Del / Hyd):
 Topic (B / I / A / BI / IA / BIA):
 Date:
 Payment details:

More Query

Call at: 8479908067 / 8335844414