



## Certificate of Achievement

# Saloni Basavaraj Melkunde

has completed the following course:

### EXCEL SKILLS TO MAKE AN IMPRESSION THE EXCEL CLUB

This online Excel course explored the key functions and features used to solve everyday problems and become more efficient in daily Excel tasks. This course covered topics including IF statements, conditional calculations, tables, Pivot tables, and Lookup functions.

4 weeks, 2 hours per week



**Paula Guilfoyle**  
CPA, Excel MVP  
The Excel Club



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### **EXCEL SKILLS TO MAKE AN IMPRESSION THE EXCEL CLUB**

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This online Excel course explored the key functions and features used to solve everyday problems and become more efficient in daily Excel tasks. This was achieved using a mix of topics ranging from basics to advanced functions and formulas in Excel. This course covered Logical tests, IF statements, and conditional calculations to solve problems. Tables and Pivot tables to sort and analyze data. This course also covered basics to advanced lookups along with the new Dynamic Arrays

#### **STUDY REQUIREMENT**

4 weeks, 2 hours per week

#### **LEARNING OUTCOMES**

- Solve logical problems using comparative operators and IF statement
- Demonstrate the use of simple to complex Lookups
- Calculate aggregations with conditions attached using SUMIF, SUMIFS and other IFS functions
- Explore and analyze data using Pivot tables
- Discuss and apply how Excel table features can make you more efficient
- Perform calculations using Excel's new Dynamic Arrays