

# Quantitative Aptitude and MS-Excel

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## Unit 1:

**Arithmetic ability, percentage, problem on numbers and ages, profit and loss.**

## Unit 2:

**Time & work, Time & Distance, Interest ( simple and compound ).**

## Unit 3:

**Number series, Alphabet series and Alpha-Numeric series, Arithmetic, and harmonic series**

## Unit 4:

**Tabulation, Pie chart, Line graph, Intro to spreadsheets, MS-Excel basic formulae, and their application.**