#FutureReady

NIIT

EXCEL AT **MS EXCEL** WITH NIIT.

Presenting NIIT's course for **Advanced Excel.**

Microsoft Excel is extremely valuable for businesses, which use it to record expenditures and income, plan budgets and chart data. In fact, it is the very first requirement they ask for when you are applying for a job.

So, if you have a basic knowledge of Excel and would like to add further value to your skillset, this course is meant for you. And, what's more? This programme is also available on NIIT Digital, our very own Online Learning Platform.

1800 3000 6448 | NIIT.COM |

Who can apply?

Anyone who has a basic working knowledge of MS Excel and knows English.

How does it help?

This is the most comprehensive and reliable course for those who want to learn the advanced features of Excel, including latest technologies like XML and automation that will provide the learners an edge over others. MS Excel is an important tool for all business processes across all industries. After successfully completing this course, you can get opportunities for roles in back office, accounts departments, administration etc.

How does NIIT give you an edge?

- 28 hours of training
- More than 13,000 learners trained
- Faculty with industry experience
- India's most trusted training brand
- 35 million learners worldwide

Now join the Advanced Excel programme from anywhere with NIIT Digital

NIIT Digital is a Learner Experience Platform where you will have access to complete course related information at your fingertips. Our multi-featured platform is sure to make learning a rich and fun experience for you. Additionally, you can also connect with the nearest NIIT Centre for service support or doubt clarifications.

Classroom-Like Experience

LIVE Classes by Instructors

Faculty & Peer Chat

Learning Resources

Nearest NIIT Centre Connect for Support

What will you learn?

- Calculating data with advanced formulas
- Organising Worksheet and Table data
- Presenting data using Charts
- Analysing data using pivot tables and pivot charts
- Inserting graphic Objects
- Customising and enhancing workbooks and the Excel environment
- Streamlining the workflow
- Collaborating with others
- Auditing Worksheets
- Analysing data
- Working with multiple workbooks
- Importing and Exporting data
- Using Excel with the web
- Structuring workbooks with XML
- Automating business operations
- Manipulating the Excel environment