



28 hours of training



EXCEL AT MS EXCEL WITH NIIT.

**ENROL IN OUR ADVANCED EXCEL
PROGRAMME TODAY.**

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 programme is meant for you.

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 programme for those who want to learn the advanced features of Excel, including latest technologies like XML and Automation, which 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 programme, you can get opportunities for roles in back office, accounts department, administration, etc.

What will you learn?



Calculating data with advanced formula



Analysing data using pivot tables and pivot charts and presenting data using charts



Inserting graphic objects



Auditing worksheets



Working with multiple workbooks and importing and exporting data



Structuring workbooks with XML and automating business operations

How does NIIT give you an edge?



More than 23,000* learners trained in Excel



Faculty with industry experience



India's most trusted training brand



35 million learners worldwide

Centre Address: