

Make Your Career with SLA

An ISO 9001:2015 Certified Institute
SLA Consultants™
INDIA
RECOGNIZE YOUR CAREER



Professional Training Institute

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|---|--|
| ▶ E-Accounts & E-Taxation(GST) | ▶ Advanced Web Designing |
| ▶ Direct & Indirect Taxation (GST) | ▶ PHP & MYSQL |
| ▶ Advanced Tally ERP 9 | ▶ Software Testing
(Manual+Automation) |
| ▶ HR Generalist & Analytics | ▶ Selenium |
| ▶ HR Payroll & IR Compliance | ▶ Graphics Designing
(Photoshop,Corel draw,Indesign,Illustrator) |
| ▶ HR Social Compliance | ▶ Cisco Networking |
| ▶ MIS & Data Analysis in Excel | ▶ Microsoft System & Administrator |
| ▶ VBA/Macros & Access, SQL | ▶ Linux/Unix |
| ▶ Advanced Excel,VBA,Access (MIS) | ▶ SAS(Base+Advanced SAS) |
| ▶ Digital Marketing/SEO/SMO/PPC | ▶ Big Data /Hadoop |
| ▶ Corporate Finance/Financial Analyst | ▶ Others |
| ▶ Technical Analyst (Stock Market) | |
| ▶ Pre-Sales & Bid Management | |

Contact: +91 9999491895. Email: training@slaconsultantsindia.com

Basic & Advanced Excel Training -

SLA Consultants India is Training & Development Company and we provide MIS/Backend Operation/Data Analyst /EDP Practical Training for More Than 10+ Years with a Proven Track Record to Train MIS/Backend Operation/Data Analyst /Fresher Manpower at All Level. SLA Consultants Always Invites Graduates, MIS Executives, Pursuing Masters or Professional for Practical Training Classes with Real Time Exposure.

Course Duration: 20-30 HRS with Highly Skilled Corporate Trainers for Basic & Advanced Excel training SLA Consultants India MIS & Data Analytics in Excel Training Delivery Method:

- Web / Desktop Base
- Instructor-Led Classroom Sessions,
- Presentations/Demonstration/Practical of Concepts.
- Handouts/Assignments/Real-time Exposure to Work on Clients

Please visit to our website to get more details: www.slaconsultantsindia.com/advanced-excel-institute.aspx

NOTE: Classes Are Also Available On Module Basis

What is Excel?

Microsoft Excel is a general purpose electronic spreadsheet to use to organize, calculate, and analyze data. The task you can complete with Excel ranges from preparing a simple family budget, preparing a purchase order, create an elaborate graph/chart, or managing a complex accounting ledger for a medium size business

Provide Basic/Advanced Understanding of Excel, make user familiar to create formula and give platform to make good analysis and introduce Powerful tools of advance excel so that user can make advance analysis with the help of those tools.

Introduction to Excel, Basic Understanding Menu and Toolbar, Introduction to different category of functions like Basics, Mathematical and Statistical, Date and Time, Logical, Lookup and References, Text and Information.

➤ **Mathematical Functions:-**

- Sum, Sumif, Sumifs, Count, Counta, Countblank, Countif, Countifs, Average, Averagea, Averageif, Averageifs, Subtotal,
- Aggregate, Rand, Randbetween, Roundup, Rounddown, Round, Sumproduct

➤ **Text Functions:-**

- Char, Clean, Code, Concatenate, Find, Search, Substitute, Replace, Len, Right, Left, Mid, Lower, Upper, Proper, Text, Trim, Value

➤ **Date & Time Function:-**

- Date, Day, Month, Year, Edate, Eomonth, Networkdays, Workday, Weeknum, Weekday, Hour, Minute, Second, Now, Today, Time

➤ **Logical Functions:-**

- And, Or, If, Iferror, Not, Nested If



➤ **Lookup & Reference Functions:-**

- VLookup, HLookup, Index, Match, Offset, Indirect, Address, Column, Columns, Row, Rows, Choose, Arrays Concept In Lookup Formula's

➤ **Other Functions:-**

- Isna, Isblank, Iserr, Iseven, Isodd, Islogical, Isytext, Max, Min

➤ Data Collection Method With Data Quality, Collaboration & Security Like Share Your Workbook On Share Drive With Quality

➤ Single/Multidimensional Analysis, Like Three Dimensional (3D) Tables

➤ Advanced Chart Technique, How To Make Dynamic Charts, Bar Charts, Pie Charts, Scatter Chart, Line Chart, Column Chart, Speedometer Chart, Gantt Chart

➤ Sensitive Analysis Like Data Table, Manual What-If Analysis, Threshold Values, Goal Seek, One-Variable Data Table, Two-Variable Data Table

➤ Filters (Basic, Advanced, Conditional), Sort (Ascending, Descending, Cell/ Font Color), Conditional Formatting, Data Validation, Group & Ungroup, Data split.

➤ Pivot Table and Charts, Import and Export data, Protect/Unprotect sheets/workbooks. Worksheet formatting and Print Display

➤ Report Development - (Live Project)

Please find the course details -

<i>Course</i>	<i>Course Duration</i>
Advanced Excel	20 - 30 (Hours)

Batch Timing:-

<i>Days</i>	<i>Class Available Between</i>	<i>Class Duration</i>	<i>Course Duration</i>
Monday to Friday	09:00 11:00 2:30 4:30	2 Hours	3 - 4 Weeks
Saturday & Sunday	09:00 11:00 2:30 4:30	2 Hours	2 - 2.5 Months
Sunday	09:00 11:00 2:30 4:30	2 Hours	4 - 5 Months

Regards

SLA Consultants India

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