



NO. 1 TRAINING & PLACEMENT CENTER





CAREER-READY IT COURSES





Master in **UI/UX Design**



Full Stack Development



Mobile App Development



Master in Web Design

OTHER IT COURSES

JOB ORIENTED COURSES

- Web Development
- Full Stack Development
- Advance Full Stack
- Front End Development
- MERN/MEAN Stack
- Mobile App Development

- Video Editing
- **SEO & Digital Marketing**
- ✓ AI / ML
- Data Science in Python
- Cyber Security / Ethical Hacking

SHORT TERM COURSES

- Basic Computer
- ⊗ CCC
- ✓ Tally Prime with GST

 ✓ Python
- Spoken English
- **⊘** IELTS / PTE

- Ø C++
- ✓ PHP

 - **⊘** JAVA

 - ⊗ Node JS
 - Angular JS

- Oata Analytics
- SQL

- ✓ Laravel

- Figma
- Adobe XD
- Photoshop
- - Premiere Pro
 - Coreldraw

 - **Express JS**

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Certificate in Advanced EXCEL Course



Section 1: Basic Excel Operations

1.1: Introduction to Excel

- Excel is a spreadsheet software used for data analysis, visualization, and management.
- A spreadsheet consists of rows, columns, and cells.

Exercise: Create a new Excel workbook and explore the interface.

1.2: Basic Arithmetic Operations

□ | Formula | Description | Example | | --- | --- | | =A1+B1 | Addition | =2+3 | | =A1-B1 | Subtraction | =5-2 | | =A1*B1 | Multiplication | =4*5 | | =A1/B1 | Division | =10/2 |

Exercise: Practice basic arithmetic operations using the formulas above.

1.3: Basic Functions

Function | Description | Example | | --- | --- | | SUM(A1:A5) | Sum of a range | =SUM(1,2,3,4,5) | | AVERAGE(A1:A5) | Average of a range | =AVERAGE(1,2,3,4,5) | | COUNT(A1:A5) | Count of cells in a range | =COUNT(1,2,3,4,5) |

Exercise: Practice using basic functions.

Computer / IT Job Oriented Courses • Job Placement

· Final Year Project Training

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SEO













2.1: Data Entry and Editing

- Enter data into cells by typing or copying and pasting.
- Edit data by selecting the cell and making changes.

Exercise: Enter and edit data in a sample dataset.

2.2: Data Formatting

□ | Format | Description | Example | | --- | --- | --- | Number | Display numbers with decimal places | 1234.56 | | Currency | Display numbers with currency symbols | \$1234.56 | | Date | Display dates in a specific format | 02/14/2023 |

Exercise: Practice formatting data using different formats.

2.3: Data Validation

- Restrict data entry using data validation rules.
- Create a drop-down list using data validation.

Exercise: Create a data validation rule to restrict data entry.

Section 3: Data Analysis

3.1: Conditional Formatting

- Highlight cells based on conditions using conditional formatting.
- Use formulas to create custom formatting rules.

Exercise: Practice using conditional formatting to highlight cells.

3.2: Filtering and Sorting

- ➡ Filter data using the AutoFilter feature.
- Sort data using the Sort feature.

Exercise: Practice filtering and sorting a sample dataset.

3.3: Pivot Tables

- Create a PivotTable to summarize data.
- Use fields to create custom views.

Exercise: Create a PivotTable to analyze a sample dataset.







Section 4: Advanced Excel Topics

4.1: Index-Match Function

- Use the INDEX and MATCH functions to look up data.
- Create a dynamic lookup table.

Exercise: Practice using the INDEX and MATCH functions.

4.2: VLOOKUP Function

- Use the VLOOKUP function to look up data.
- Create a lookup table.

Exercise: Practice using the VLOOKUP function.

4.3: Macros

Record a macro to automate tasks.

Create a button to run a macro.

Exercise: Record a macro to automate a task.



5.1: Regression Analysis

- Use the Regression tool to analyze data.
- Interpret regression results.

Exercise: Practice using the Regression tool.

5.2: Time Series Analysis

- Use the Trendline feature to analyze time series data.
- Create a forecast using the Trendline feature.

Exercise: Practice using the Trendline feature

5.3: Data Visualization

- Use charts and graphs to visualize data.
- Create a dashboard using multiple charts

Exercise: Practice creating a dashboard using multiple charts.

Duration

Duration: 1 to 1.5 Months



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python'

Flutter











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Thank You!!