

# ADVANCED CERTIFICATION COURSE IN ADVANCED EXCEL



# CERTIFICATIONS OPTIONS AVAILABLE



# ABOUT US

Infobyte Career Institute offers a high-quality learning experience in the field of IT training to train students on brand new technologies and train them to deliver the desired results with commercially relevant and re-organized technical skills.

The probability of achieving your dream job will keep on increasing day by day once you complete a course in Infobyte Career Institute. We also focus on improving soft skills in terms of communication, leadership, teamwork, external appearance, and attitude which helps everyone to be professional in all the aspects of their career.

# ABOUT ADVANCE EXCEL

**Infobyte Computers** offers an **Advance Excel** certified course for the beginners to advance level students in Mumbai, Thane, Navi- Mumbai. Learning excel is now important as it helps to Handle large data analysis for the business. Enhance your skills in learning everything that you need to know about excel, like – data visualization, data analysis, excel formulas and charts, pivot tables, VLOOKUP, HLOOKUP, XLOOKUP INDEX, MATCH Functions, etc. Infobyte, Computers all the courses are supervised by industry trainers who have year's of experience in excel. If you dream of working in top business sectors as data analysis or financial advisor then this course is suitable for you it will lead to career advancement. If you are one who wants to make a career in finance, data analysis, financial advisor then this course is for you.



# WHY INFOBYTE COMPUTERS?

- Career Growth -Higher Pay & Position
- Encourages professional Development
- Enriches self-image and Reputation
- Enhances professional Credibility.
- Abundant Job Opportunities
- Used In Many Industries
- Global Recognition
- Secure and Flexible
- 50+ Case Studies
- 50+ Projects

# COURSE CONTENTS

- Multiple Level Subtotal Reports Filtering
- Database & Sorting Data Securing &
- Protecting Worksheet Linking Multiple
- Sheets 3D Reference in Excel Sheet
- Referencing Dynamic Linking
- Word/Excel/Power point Function H
- lookup V lookup Lookup X Lookup
- Dynamic H lookup V lookup COUNTIF,
- SUMIF, SUMIFS What if-if-analysis Goal
- Seek Pivot Table & Pivot Charts Slicer
- Reporting Character Functions

# COURSE CONTENTS

- Scenario Manager Dated if
- Functions Date Functions
- NESTED IF Consolidation of
- Data Data Validation Logical
- Function (IF, AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run Macro Store a
- Macro Intro to VBA Live
- Projects: Over 30 Projects

# COURSE CONTENTS

- Performing complex calculations more efficiently
- Using Various Excel Functions and executing in Dynamic Projects
- Organizing and analyzing large volumes of data
- Creating MIS Report
- Designing and using templates
- Consolidating and Managing data from multiple Workbooks
- Writing conditional Expression (using if)
- Using Logical Functions (AND,OR, NOT)
- Using Logical & Reference function (VLOOKUP, HLOOKUP, XLOOKUP)
- Nested VLOOKUP with Exact Match
- VLOOKUP with Tables, Dynamic Ranges
- Nested VLOOKUP with Exact Match
- Using VLOOKUP to Consolidate Data from Multiple Sheets
- Advanced Formatting: Using Conditional Formatting Option for Rows Columns & Cells



# COURSE CONTENTS

- Formatting & Customizing Pivot Tables
  - Using Advanced Options Of Pivot Tables, Pivot Charts
  - Consolidating data from Multiple Sheets
  - using External data Sources
  - Using data consolidation features on consolidate data
  - show Value as (% Row, % of Column Running Total Compare with Specific Field)
  - Viewing Subtotal under Pivot
  - Advanced date & time Functions
  - Data Validation in Financial Functions
  - Advanced Shortcut Keyboard Commands
  - Create forms with Radio Buttons, Selection Tools Other programming tools
- Creating Slicers

# WHO CAN LEARN ?

- Anyone who wants to build career in MIS.
- Anyone who wishes to gain knowledge about the advance excel.
- Candidates who completed higher secondary school reading level.
- Anyone who wants to build career.

# CAREER OPPORTUNITIES

- Data Analyst
- Metrics and Analytics Specialist
- MIS Executive
- Financial Analyst
- Market Research Analyst
- Big Data Solution Architect

**And Many More...**

# FACILITIES OFFERED

- Practical Training on Live Projects
- 100% Placement Guarantee
- Interview Preparation
- Global Certification
- Fully Functional Labs
- Online / Offline Training
- Study Materials
- Expert Level Industry Recognized Training



# CAREER OPPORTUNITIES

