



Shri S'ad Vidya Mandal Institute of Technology, Bharuch Skill Development Course



GET PROFESSIONAL IN FRACTION OF TIME

Let Technology Work for You

Before you go for a job interview, you must have basic knowledge of Microsoft Excel. From an accountant to a receptionist, human resource to administration department all are using Microsoft Excel. It is not only limited to the large companies, small entrepreneurs and college students are using it for their day to day work. That's something which you can't skip. To get a job, learning basic Excel tasks (at least some) is must in today's era, that's a firm truth...

IMPROVING PRODUCTIVITY WITH MICROSOFT EXCEL

- Build great charts
- Use conditional formatting
- Help identify trends
- Bring data together
- Analysis and predict
- Online access
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COURSE COORDINATORS

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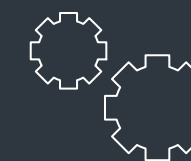
“BASIC EXCEL TRAINING” for your skill development

Build a strong foundation in Excel for careers in:

- Investment banking
- Private equity
- Corporate development
- Equity research
- Financial Planning & Analysis (FP&A)



IN THIS EXCEL COURSE, YOU WILL LEARN ALL THE TIPS, TRICKS, SHORTCUTS, FUNCTIONS AND FORMULAS YOU NEED TO BE A POWER USER.



VENUE

CE & IT Dept. Lab
SVM Institute of Technology,
College Campus, Old NH No-08
Bharuch-392001

COURSE CONTENT

1. Overview of the Basics of Excel

- Overview of basic working of Excel
- Working with numbering : numbers and bullets
- Reference to a cell in various excel components
- Format cell
- Conditional formatting
- Basic formulas/functions

2. Working with data

- **Sorting , Outlining and Filtering Data**
 - Sorting tables (by letters, numbers and dates)
 - Using custom sorting
 - Using multiple-level sorting
 - Data Outlining
 - Filtering data
 - Advanced filter options
- **Data Validations**
 - Specifying a valid range of values for a cell
 - Specifying a list of valid values for a cell
 - Specifying custom validations based on formula for a cell

COURSE CONTENT

2. Working with data

- **Working with Functions**
 - Writing conditional expressions (using IF, CountIf, SumIf, SumIfS and CountIfS)
 - Using logical functions (AND, OR, NOT)
 - Math functions
 - Date and time functions
 - Text functions (Join Strings, Left, Right, Mid, Len, Find, Substitute)
 - Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

3. Charts

- Using Charts
- Formatting Charts
- Using 3D Graphs
- Using Bar and Line Chart together
- Using Secondary Axis in Graphs
- Sharing Charts with PowerPoint / MS Word, Dynamically

COURSE OBJECTIVES

1. Enhance the knowledge and understanding of MS Excel and advanced features of excel.
2. Enhance the knowledge of how to do formatting by applying formulas and report management in excel.
3. Enhance the knowledge of different functions used in Excel.
4. Preparation of Worksheets, spread sheets and charts.
5. Learn about using the filtering and mathematical functions in excel work sheet.
6. Learn about using the conditional expressions in excel work sheet.



VITAL INFORMATION

Course Duration: 30 Hours

Class Timing: Two days a week
(2 hours / day)

Course Fees: INR 3000/-

Registration link: www.svmit.ac.in