N·S·D·C National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत - कुशल भारत

Affordable Fees

Be Future Ready

OXFORD SOFTWARE INSTITUTE

Since 1997 | One Lakh Students Trained

AN ISO 9001:2015 COMPANY

Oxford Certified

Advanced Excel Course - 2 Months

Authorised Grade A Training Partner of National Skill Development Corporation, Ministry of Skill Development, Government of India.

Advanced Excel Course - 2 Months

A Job-Oriented Course to Shape Your Future

Duration:- 2 Months

Affordable Fees

Introduction to Excel

- Learning the structure of rows, columns, and cells
- Working with multiple worksheets and workbooks
- Applying basic formatting and cell referencing
- Operators and precedence of formulas
- Creating simple calculations and expressions
- Navigating the Excel interface effectively

Mathematical and Financial Functions

- SUM, COUNT, MAX, MIN, AVERAGE functions
- ROUND, ROUNDUP, ROUNDDOWN usage
- POWER, MOD, SQRT, PI applications
- PMT, RATE, PV, FV computations
- IPMT and PPMT functions
- Using SUMIFS and AVERAGEIFS

Logical Functions and Nested Formulas

- Applying IF, AND, OR, NOT functions
- Building nested IF statements
- Using XOR for logic evaluation
- Combining several logical conditions
- Managing errors in formulas
- Logical operations in varied situations

Advanced Excel Course - 2 Months

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Text and Date Functions

- Text functions: LEN, TRIM, UPPER, LOWER
- Using LEFT, RIGHT, FIND, SUBSTITUTE
- Date functions: DAY, MONTH, YEAR
- TIME, NETWORKDAYS, DATE applications
- Handling calculations with DATE and TIME
- Converting text strings into dates and calculations

Data Handling and Management

- Sorting, filtering, and advanced filtering
- Creating and applying custom sorts
- Subtotals and outlining data sets
- Organizing data with Excel tables
- Consolidation and summarization methods
- Importing and exporting data files

Charts and Graphs

- Creating Column, Line, and Pie charts
- Designing combination charts
- Using Sparklines for quick trends
- Customizing chart styles and layouts
- Adding chart titles, labels, and elements
- Linking data to create dynamic charts

Advanced Excel Course - 2 Months

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Lookup and Reference Functions

- Using VLOOKUP, HLOOKUP, LOOKUP
- Applying XLOOKUP for data retrieval
- INDEX and MATCH functions
- Array formulas and multiple-criteria lookups
- Creating flexible reference formulas
- Lookup functions across multiple worksheets

Pivot Tables and Analysis

- Creating and managing Pivot Tables
- Formatting Pivot Tables
- Configuring multiple fields
- Applying slicers for filtering
- Using timelines for time-based filtering
- Analyzing information with Pivot Charts

Data Validation and Protection

- Setting up validation rules for data entry
- Using custom lists in validation
- Multi-condition validation techniques
- Protecting worksheets and entire workbooks
- Adding input prompts and error alerts
- Managing comments and review notes

Advanced Excel Course - 2 Months

Affordable Fees

What-If Analysis

- Applying Data Tables for scenarios
- Using Goal Seek to reach targets
- Exploring cases with Scenario Manager
- Solver for optimization and decision-making
- Using tools for statistical analysis
- Comparing outputs across scenarios

Advanced Excel Tools

- Flash Fill for quick data patterns
- Text-to-Columns for splitting text
- Removing duplicate data
- Power Query for shaping and transforming data
- Creating and using hyperlinks
- Quick Tables for faster analysis

Data Visualization and Reporting

- Applying conditional formatting for insights
- Designing customized report templates
- Advanced chart design methods
- Building dashboards and interactive reports
- Highlighting trends with Sparklines
- Customizing and sharing professional reports

Advanced Excel Course - 2 Months

Affordable Fees

Discover More Learning Paths

Discover more learning paths designed to expand your skills, boost your career opportunities and help you achieve your goals.

- Tally Prime - 2 to 4 Months
- Advanced Excel - 2 Months
- Busy Accounting - 2 to 4 Months
- Business Analytics - 6 Months
- E-Accounting - 12+2 Months
- E-Accounting Banking & SAP - 18 Months
- MS Office with AI Power - 2 Months
- Ms Office and Advanced Excel - 3 Months
- Power BI - 1.5 Months
- Power BI and Advanced Excel - 3 Months
- SAP FICO - 3 Months
- Tax Return Filing - 5 Months
- Tally and Advanced Excel - 6 Months
- Tally-Advanced Excel and Power BI - 7 Months

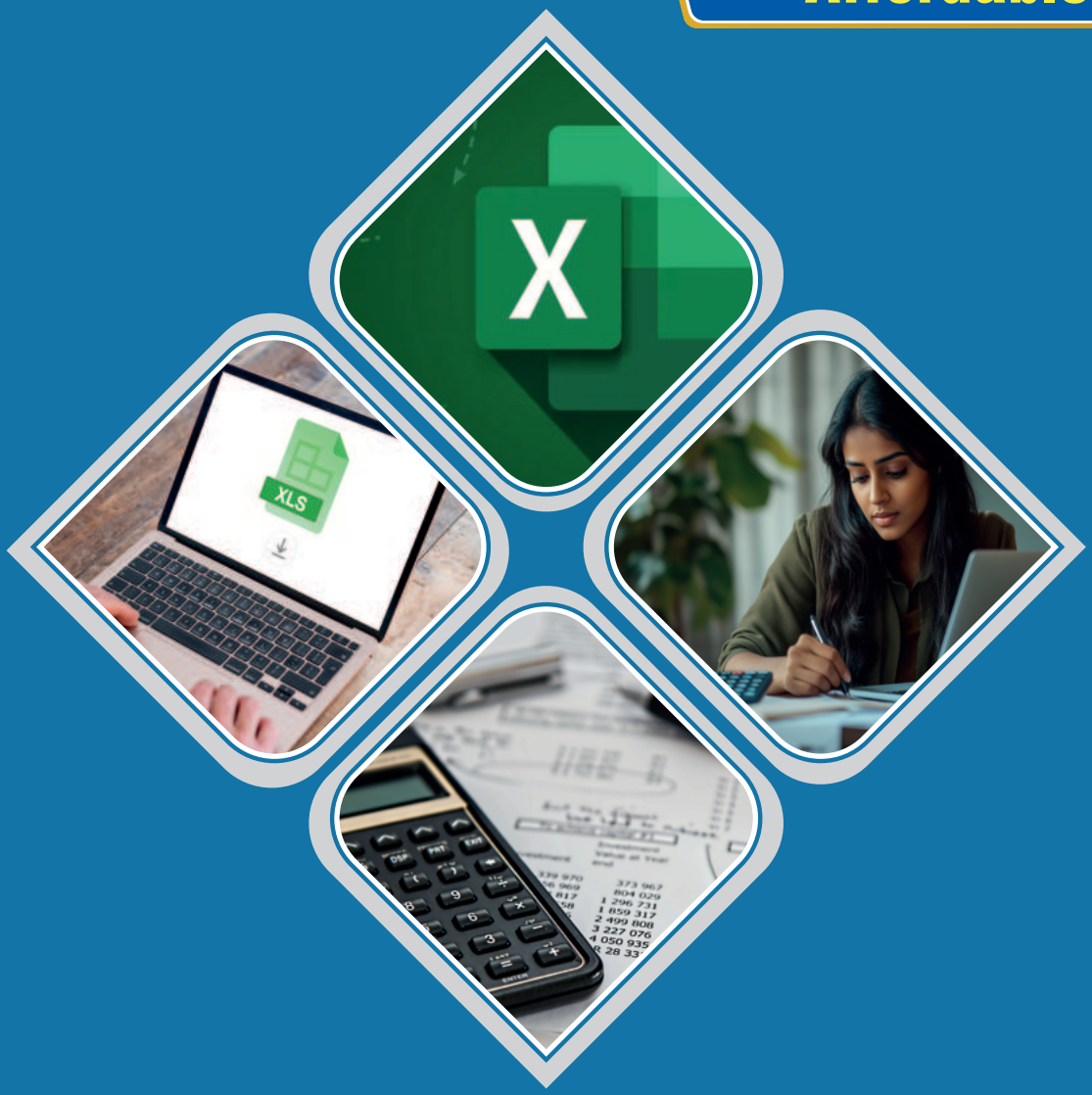
Online Programs: One-on-One

Learn online with our one-on-one training program. These classes are highly customised to fulfil your needs for business growth and advanced career opportunities.

- Advanced Excel Online
- Business Analytics Online Course
- Tally Prime Online Course
- Ms Office Online Course
- Busy Online Course
- Power BI Online Course
- Power BI and Advanced Excel Online Course
- SAP FICO Online Course
- Tax Return Filing Online Course

Advanced Excel Course - 2 Months

Quality Education & Affordable Fees



EXCELLENCE THROUGH INNOVATION

Quality Education & Affordable Fees

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www.oxfordaccounting.in