

VANDANA COMPUTER EDUCATION

REG. OFF. ADD.: - 09/A, STREET NO.08, SECTOR-01, BHILAI, DIST-DURG, C.G. 490001

Registered Under Ministry of Micro, Small & Medium Enterprises Govt. of India
UDYAM REG NO. UDYAM-CG-05-0051765

COURSE NAME	MICROSOFT EXCEL (ADVANCE)
COURSE DURATION	03 MONTHS (60 DAYS & 90 DAYS)
COURSE QUALIFICATION	MINIMUM - 10TH & 12TH

COURSE CONTENTS

MS Excel (Basic - Advance)

Basic –

1. Arithmetic Operation
2. **Random Number** - Rand & RandBetween
3. **Case** - Change Case, Addition of Words, Separation of Words
4. **Percentage** – Profit Percentage, Profit Margin, Reverse GST Calculation
5. Print Setting, Freeze Pane, Data Consolidate

Date & Time –

1. Weekday & Text
2. Age Calculation
3. Due Date Calculator
4. Working Day
5. Fixed Date & Time

Logical Function –

1. Sumif & Sumifs, Averageif & Averageifs, Countif & Countifs
2. Attendance Report
3. Dsum, Daverage, Dcountif & Dcountifs

IF Function –

1. Basic IF, IF And & IF OR
2. Nested If

Lookup Function –

1. Index , Match , Time Table (Project)
2. **Type of Lookup** – Vlookup, Hlookup, Lookup

3. **Project** – Salary Slip, School Result, Data with Line Break
4. **Advance VLookup** – Reserve Vlookup, Double Vlookup, Vlookup in Multiple Sheet, Dyanmic Vlookup, Vlookup with If Function
5. Dget Function

EMI Loan -

1. PV & PMT Function
2. Automatic EMI Calculation
3. Emi loan with Goal Seek

Filter Function -

1. Basic Filter, Advanced Filter, Custom Views
2. Conditional Formatting – 1 Cell, Whole Row
3. Filter with Vlookup

Macros Function -

1. Data Entry
2. Dynamic entry

Full Automation (Project) -

1. Bakery Cash Bill
2. Attendance Report

