

CERTIFICATE COURSE IN EXCEL AND ADVANCED EXCEL

OBJECTIVES OF THE COURSE

To provide better understanding of MS excel and advanced excel, adding more value and accuracy in your work.

Giving access to the technical world through knowledge and developing technical skills.

Usage of tools and formulas required to use advanced excel for complex and calculative data.



WHAT IS EXCEL AND ADVANCED EXCEL?

The Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants was announced by Bill Gates on August 11988. Excel and advanced excel is a part of MS office. Excel is a software used to store and many data by using different tools.

Advanced excel is a feature of MS excel which helps the user to manage large calculation and complex data. It includes formulas and more tools to make the work efficient and accurate.

This course enables the knowledge about MS excel, usage and benefits of it.

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WHAT ARE THE FUTURE SCOPE OF THE COURSE?

A person aware of MS excel stand better among other adding more value to your job and increase your capabilities and skills. Anyone, engaged in lots of work and managing data, this will lessen your burden and make the work efficient and accurate.

The mind sharpens as formulae and tools are involved and the one who knows how to use it is much more worthy and administrative. Salary hikes and other job benefits can be enjoyed by the person expert in MS excel.