



EXCEL PROGRAM

EXCEL FOR STUDENTS

TAKE A NEXT STEP WITH HOPE

Learn Excel in Excel Style

3 days training can be just the ticket for Job!

Day 1

- What is the Excel?
- Excel Application Setting
 - Calculation
 - Vba Tab options
 - Edit Custom list
 - Worksheet Calculation
 - Autocorrect Option

Day 2

- Shortcuts
 - Paste Special
 - Function: VLookup, Sumif (s), Countif(s) etc,
 - Name Manager

Day 3

- Conditional formatting
 - Data Shorting
 - Filter and Selection Concept,
 - Data Analyzing with Pivot
 - Chart

Join in Three Easy Steps!

1

Fill out a student training registration form

2

Submit completed form at below address along with student ID + address proofs

3

Join 1 days MS EXCEL TRAINING PROGRAM

CONTACT US

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