



Online Self-Paced Course

MICROSOFT 365 EXCEL



Duration of 45 Hours

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1-Year of Access

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Completion Certificate

Jointly issued by NSE Academy &
Grant Thornton Bharat

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Rs 5,000/-
+GST

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Course Content

Module 1: MS Excel Essentials: Functions and Tools

1. Data management and formatting
2. Referencing in Excel
3. Data split
4. Data validation
5. Adding hyperlinks
6. Logical functions
7. Lookup functions
8. Conditional functions
9. SUMPRODUCT function
10. Large and small values
11. Data concatenation
12. Working with dates and time
13. Financial functions
14. Text-oriented functions
15. Aggregate function
16. OFFSET function
17. INDIRECT function
18. Formula auditing
19. Statistical functions
20. Using Range Names
21. Excel Table
22. What If Analysis
23. Protecting Worksheet and Workbook
24. Dashboards and Data Summarization

Module 2: Microsoft 365 Excel

1. MS-365 Excel overview
2. Create dynamic sequence
3. Unique, sort and filter
4. New age lookup
5. Text-oriented functions
6. New data types
7. Create customized functions in Excel
8. Other functions
9. Assessment and study material



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The organization serves India region with 13 offices in all major cities with more than 15,000 people.

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Price: Rs. 5,000/-
+ GST

(Rs. 5,900/- inclusive of GST)

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