



Online Self-Paced Course

# MICROSOFT 365 EXCEL



**Duration of 45 Hours**

access anytime and anywhere



**1-Year of Access**

Get LMS access for one year



**Completion Certificate**

Price  
**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



# ADVANCED E-LEARNING COURSES

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In-course exercises files to help apply knowledge in real-world situations.



Certificate will be awarded by NAL Academy upon completion.



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NAL Academy Limited works closely with reputed universities and institutions across India in building a competent workforce for the future of BFSI and FinTech.

NAL Academy Limited also promotes financial literacy as an essential life skill among youngsters – a contribution towards financial inclusion and wellbeing.

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**Price: Rs. 5,000/-**  
+ GST

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

**REGISTER & PAY NOW**

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