



Online Self-Paced Course

# MS EXCEL BOOTCAMP ESSENTIALS



**Duration of 8 Hours**

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**Completion Certificate**

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**Rs 3000/-**  
+GST

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# Course Content

## Module 1: Excel Functions 1

1. Introduction to Excel
2. Fundamentals of Excel
3. Cell Freezing and Referencing
4. Paste Special
5. Conditional Formatting
6. Sorting, Filter, SUM and SUMIF
7. COUNT, COUNTIF and COUNTIFS
8. Average, Max, Min, Median and CAGR

## Module 2: Excel Functions 2

9. Rounding Function – ROUNDUP and ROUNDDOWN
10. Text Functions
11. Advance
12. Charts
13. Group and Ungroup
14. Subtotal
15. Sum Product

## Module 3: Excel Functions 3

16. Large and Small
17. Text to Column
18. What if analysis – Data Table
19. IRR and NPV
20. PPS – Choose Function
21. Transpose
22. Pivot Table
23. Analytics

## Module 4: Excel Functions 4

24. Query Editor
25. Power Query 2
26. Power Query 3
27. Power Query 4
28. Index and Constitutional Columns
29. Grouping and Aggregating Data
30. Power Query 5

## Module 1: Excel Functions 5

31. Introduction to Data Models
32. Primary Key, Foreign Key, Data table and Lookup
33. Creating Relationships
34. Hierarchies
35. Power Pivot
36. Dashboards



# 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. 3,000/-**  
+ GST

(Rs. 3,540/- inclusive of GST)

**REGISTER & PAY NOW**

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