



MICROSOFT 365 EXCEL



Duration of 45 Hours

access anytime and anywhere



Online Self-Paced

Learn at your convenience



1-Year of Access

Get LMS access for one year



Completion Certificate

Jointly issued by NAL & GT Bharat



Online Query Support

Through LMS, by SME within 48-Hrs

Inaugural Price

₹ 5,000/-

Plus Taxes

With businesses evolving constantly and increasing in complexity, MS Excel has become a popular tool for data analysis in organizations across the globe. It is used in every function, be it strategy, finance, accounting, HR or sales. Many organizations rely on Excel to create financial reports, budgets, forecasts and plans that are necessary for making informed business decisions. MS Excel's ability to automate calculations and manipulate large data sets saves time and increases productivity. It is a powerful tool for data analysis because it allows users to sort, filter and analyze data to identify trends, patterns and insights.



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Program Website

Enroll Now!

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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**CO-CERTIFIED BY
GRANT THORNTON & NSE ACADEMY**



Get ready with specialized skills sets in advance analytics and technologies.



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



Joint certificate will be awarded by Grant Thornton & NSE Academy upon completion.

Grant Thornton & NSE Academy, self-paced courses are designed to impart practical knowledge and skills to the learners. The programs are helpful to those individuals who aim to build or advance careers in specialized domains like Finance & advanced technologies like Blockchain, Analytics, Cyber Security, and Taxation.

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