



GENIUS COMPUTER ACADEMY

PLACE WHERE QUALITY MATTERS

ADVANCE EXCEL

Syllabus:

This Course Provides You an In-depth Knowledge of Popular Spreadsheet Software Microsoft Excel Along With Certain Tricks & Tips.

Contents:

- If,And,Or Functions, Array Functions, Auto fill And Custom List, Auto sum With Row, Reference And Column Reference, Concatenate, Condition Formatting With Mod.
- Function, Convert Function, Count blank And Count Function, Creating Combo Box, Large And Small,
- Find, Search And Mid Function, Formula Copy Shortcut,
- Hyperlink Through Drag And Drop, Index Function,
- Information Function, Left And Right Function, Macro In Excel Introduction,
- Match And Index Function, Match Function, Mod Function, More Text,
- Nested If,
- Proper, Upper And Lower Function,
- Rank Function,
- Replace And Substitute Function,
- Sumif,Countif And Averageif Function,
- Text Functions,
- Transpose Function,
- Lookup,,
- Weekday,
- Form Creation Using Developer Tab in MS Word,
- Insert And Edit the Data in Multiple Worksheets,
- Insert Watermark in Excel 2010,
- Quickly Transpose Data Using Shortcut,
- Turn Off And On Worksheet Tabs And Scroll Bars.

Pre-requisites: Basic Knowledge of Excel.

Professional version: -Total Duration: 20 Hours

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