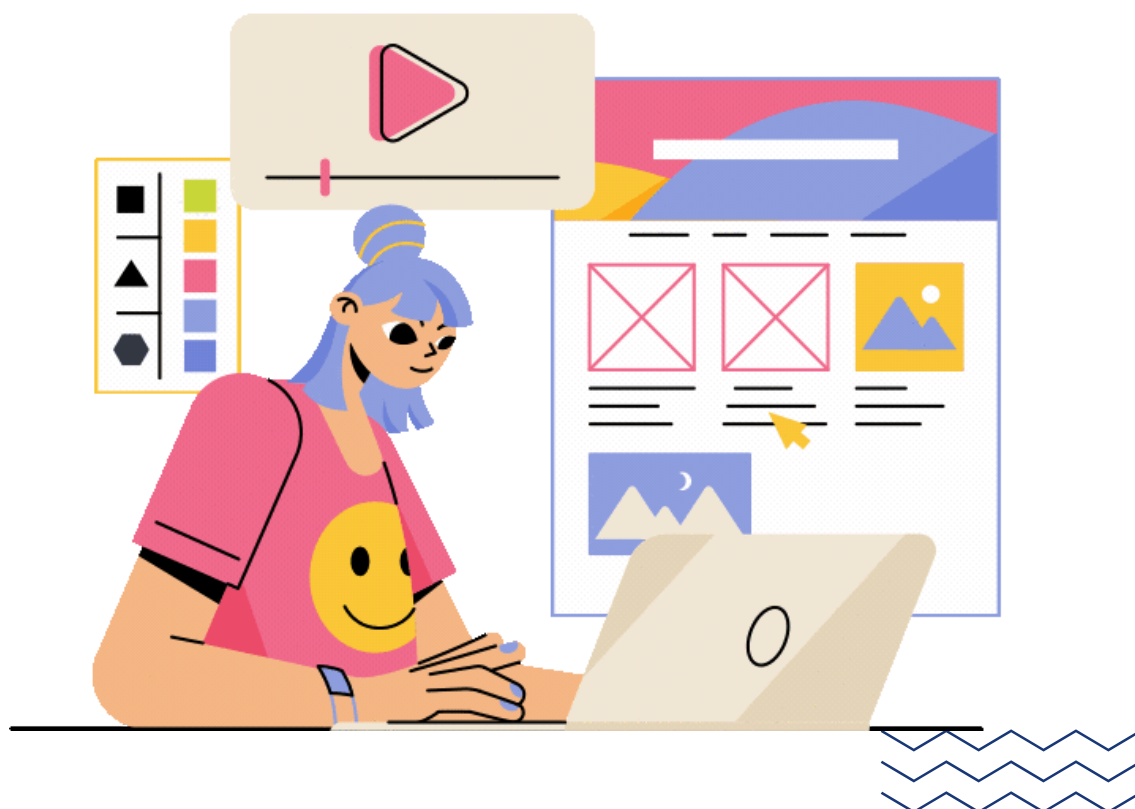


# Certificate in Excel Essentials



This comprehensive course is designed to equip you with the essential skills to harness the full potential of Microsoft Excel. From basic data entry to advanced analysis techniques, you'll learn how to leverage Excel's capabilities to streamline your marketing tasks, make informed decisions, and drive business growth.

By mastering Excel, you'll gain the ability to analyze marketing data, identify trends, automate tasks, create professional reports, and make data-driven decisions that can significantly impact your career and business success.

Enroll now and start your journey to becoming an Excel expert!



**Fees ₹ 3000**  
(can be paid in 2 Installments)



# Certificate in Excel Essentials

## Syllabus & Skills covered (60 hours)



- Proficiency in navigating the Excel interface, understanding ribbon tabs, and using shortcuts.
- Accurate data entry, editing, and formatting.
- Creating and using formulas with various functions (arithmetic, logical, text, date/time, etc.).
- Applying custom formats, styles, and templates to enhance data presentation, Using conditional formatting to highlight data based on specific criteria.
- Understanding and applying a wide range of Excel functions, including financial, logical, date/time, lookup, and reference functions.
- Using scenarios to explore different "what-if" scenarios and analyze their impact on outcomes.
- Creating various types of charts (line, bar, pie, etc.) and customizing their appearance.
- Creating pivot tables and pivot charts to summarize and analyze large datasets.
- Developing dashboards to present key performance indicators and insights in a visually appealing manner.

## Career Opportunities



- **Excel Assistant**
- **Administrative Assistant**
- **Data Analyst**
- **Project Coordinator**
- **Management Consultant**
- **Data Entry Clerk**



Find your nearest center