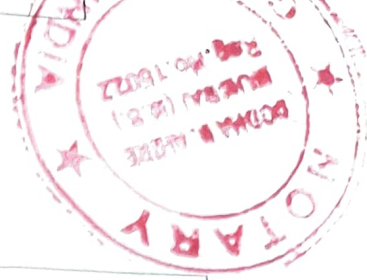


II. Advance Excel Course

Duration: 40 hours

Fees: Rs. 2400



Excel_Syllabus	Description
Excel Introduction	Introduction to MS Excel
	Rows and Columns, Formula Bar, Excel Add-ons
	Cut, Copy, Paste
	Special Paste
	Format Painter
	Wrap Text
	Merge and Centre
	Cell Size and Formats
Excel Basic Tools	Sort and Filter
	Margins and Orientation
	Page Size and Print Area
	Cell Name
	Trace Dependants and Precedants
	Text to Columns
	Adding Comments and Track Changes
	Gridlines and Freeze Panes
Apply Custom Data Formats	Understanding Number Formats
	Creating Custom Number Formats
	Custom Number-format Codes
	Excel Date Calculation

Use Advanced Fill Options	Fill Series Options Types of Series Creating a Custom Fill Sequence Flash Fill
Apply Advanced Conditional Formatting and Filtering	Highlight Cell Rules Top/Bottom Rules Data Bars, Color Scales and Icon sets Creating Custom Conditional Formats Formatting as Table Table Options Creating Advanced Filters Quick Analysis
Apply functions in formulas	Using the Sum, Average, and Percentage Functions Using Rank, Roman, Max, Min, Product and Subtraction Using formulas between sheets and Count Functions Using the IF and Nested IF Function Using the OR, AND and NOT Function Count if and Count ifs Using the SUMIF AND SUMIFS Function Using Average If and Average Ifs
Mathematical Functions	Using the AVERAGE and MEAN Functions MEDIAN and MODE function Frequency Function Using the Quartile Function Rounding Decimal Places, MOD and INT Function RANDOM and RANDBETWEEN Function
Look up data by using functions	Using LOOKUP and VLOOKUP Function Using the HLOOKUP Function VLOOKUP with multiple sheets Nested Vlookup X Lookup
Functions for Manipulating Text	Join, Concatenate, Concat and Text Length and Find Left, Right and Mid Upper, Lower, Substitute and Replace
Basic Excel Charts	Use of basic charts and recommended charts for analysis
PivotTables	Creating PivotTable Pivot table Tools Creating PivotChart Power Map
Manage Workbook Versions	Version Control
Protect Workbooks for Sharing	Password Protection

Assessment Procedure:

Certificate course on "Advance Excel and Digital Marketing" will be evaluated through Viva. The enrolled students will also be assessed based on Multi choice questions and certificates will be issued on successful clearing of test with a minimum score of 50%.

Attendance for Add on course Sample

Name	Mobile No	Course	25/7	26/7	27/8	28/8
Abhishek Vishwakarma	93722 31201	Advance Excel	<i>Abhishek</i>	<i>Abhishek</i>	<i>Abhishek</i>	<i>Abhishek</i>
Rutika Shivaji Patil	83559 39817	Advance Excel	<i>Ab</i>	<i>R</i>	<i>R</i>	<i>R</i>
Khushi	95945 99255	Advance Excel	<i>K</i>	<i>K</i>	<i>K</i>	<i>K</i>
Ravi Prajapati	75066 26166	Advance Excel	<i>Ravi</i>	<i>Ravi</i>	<i>Ravi</i>	<i>Ravi</i>
Omkar Sharma	93214 63761	Advance Excel	<i>Omkar</i>	<i>Omkar</i>	<i>Omkar</i>	<i>Omkar</i>
Sahil Ghadigaonkar		Advance Excel				
Pritesh Tiwari		Advance Excel	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>
Shubham Yadav		Advance Excel				
Nilesh Singh		Advance Excel	<i>Nilesh</i>	<i>Nilesh</i>	<i>Nilesh</i>	<i>Nilesh</i>
Sanjana Yadav		Advance Excel	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>
Sonam Valmiki		Advance Excel		<i>S</i>	<i>S</i>	<i>S</i>
Sanjana Gupta		Advance Excel	<i>Sanjana</i>	<i>Sanjana</i>	<i>Sanjana</i>	<i>Sanjana</i>

Sample Certificate





Karnataka Sangha's
Manjunatha College of Commerce
Affiliated to University of Mumbai

THIS IS TO CERTIFY THAT

SNEHAL RANE

has successfully completed the add-on course in "Digital Marketing"
Comprising of 36 hours in collaboration with OneInfini in the academic year
2023-24.

oneinfini

Nanda.m

Ms. NANDA M
CHIEF IN-CHARGE, ONEINFINI

Chila

DR. SUSHILA VIJAYKUMAR
PRINCIPAL

Chila

Principal
Manjunatha College of Commerce
Kanchangaon, Khambalpada,
Thakurli (E) - 421 201.

