



PTVA's Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)
Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce,
Vile Parle (East), Mumbai – 400 057.

Tel.: 022-31061594/31099598, Email: admin@ptvaim.com, Web: www.ptvaim.ac.in
ISO 9001:2015 Certified Institute & Accredited by NAAC

CERTIFICATE COURSE ON ADVANCED EXCEL 2020-21

PARTICULAR	DETAILS
Course duration	30 hours; Online (28 November 2020 to 11 March 2021)
List of students who have enrolled along with name and signature of students	
Course objectives	<ul style="list-style-type: none"> • To incorporate critical thinking skills to design and create spreadsheets. • To understand and to create personal and/or business spreadsheets in excel following current professional and/or industry standards. • To develop better computation skills and create analytical models for data analysis.
Curriculum of the Program	<ol style="list-style-type: none"> 1. Entering and Editing Text and Formulas & Working with Basic Excel Functions 2. Modifying an Excel Worksheet 3. Creating Pivot Tables & Slicers to Segregate Data & Represent Using Charts 4. Other Basic Charts in Excel 5. Lookup Functions with Different Kinds of Data 6. Introduction to different charts and their uses 7. Paste Special Functions and Protection of cells, workbook and worksheets 8. Statistical Formulae 9. Date function 10. Working with Large Sets of Excel Data



B. Chmukh
Director
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	<ul style="list-style-type: none">11. Working with Excel's Text Based Functions12. Filtering Sorting Conditional Formatting13. Using Excel Power Functions14. POWER PIVOTS15. ERRORS & USING Them to our Advantage16. Goal Seek & Scenario Manager17. VBA & MACROS18. VBA & ONLINE SCRIPTS
Assessment Procedure	Certificate of Appreciation will be provided by the institute Recognized under NCCA/ MKCL for students who have fulfilled the Assessment parameter on project submission
Resource Person	Mr. Tushar Suvarna



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