



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 2023-24

PARTICULAR	DETAILS
Course duration	30 hours + 3 hours; Offline (25 September 2023 to 3 October 2023)
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. Basic Excel Skills2. Intermediate Excel Skills3. Advanced Excel Techniques4. Advanced Data Analysis5. Advanced Data Visualization6. Introduction to VBA & Macros7. Examination and Conclusion
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 & Exam
Resource Person	Mr. Tushar Suvarna




Director
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