

Online Advance Excel Training

Learn the most in-demand skill in industry.

Duration: 4 weeks | Certified Training

About Advance Excel Training

The Internshala Online Training Program on Microsoft Excel is a 4-weeks training program covering the Basic and Advance modules of MS-Excel. The aim of this project is to make students understand the usefulness & applications of Excel using a real life case study.

At the end of this training, students will make a sales plan for an insurance company "ABC Pvt. Ltd." using various input metrics and assumptions (rules). Input metrics will be in raw data form. Students will be required to group and link information available in the table, generate inferences, making it more meaningful, and adding visual elements with the help of pivot, formulas, and data visualization techniques. You will be also required to automate this tool i.e. addition and deletion of raw data or assumptions, which should have a direct impact on output, transforming it into a dynamic system.

Students will be provided with data sets and assumptions to generate sales plan. The detailed solution for the project will also be provided. Following are the detailed table of contents of this training:

Table of Contents

1. **Excel Basics:** *Learn the basic operations and formulas of Excel.*
 - Introduction
 - Getting Started
 - Excel Formatting
 - Excel Operations
 - Sheet Operations
 - Formulas
 - Paste Special And Format
 - Challenge

2. **Excel Functions:** *Learn the different functions of Excel: text, mathematical, statistical functions, and financial functions.*
 - Text Functions
 - Mathematical Functions
 - Error Handling and Logical
 - Statistical Functions
 - Date and Time Functions
 - Financial Functions
 - Look-Up Operations
 - Assignment 1
 - Assignment 2

3. Data Visualization: *Learn the importance of charts and its different types.*

- Importance of Charts
- Components
- Types of Charts
- Selection and Formatting
- Sparkline
- Advanced Charts
- Project

4. Advanced Concepts: *Learn to sort, filter and creating pivot tables.*

- Sorting & Filtering
- Advanced Filter
- Conditional Formatting
- Pivot Table I
- Pivot Table II
- Pivot Table III
- Hyperlinks
- Tables
- Validation
- Protection and Print
- Analysis Tools

Excited to learn Advance Excel, click [here](#) to sign-up for the training.

FAQs

What is this training program about?

This is an online training program in the field of Analytics. Students will be trained in the basics of Excel Basics, Functions, Data Visualization and Advanced Excel concepts.

What would be the training content? Who would be my instructor?

The training will cover the basics of Excel, Charts and Tables, Statistics, and Pivot Table. The training content has been developed in joint collaboration with Analytics Vidhya - India's leading Analytics Knowledge Portal. Analytics Vidhya team will be the one clearing your doubts through live chat and answer your queries on the forum.

What are the benefits of joining this training program?

Microsoft Excel has the basic features of all spreadsheets, using a grid of cells arranged in numbered rows and letter-named columns to organize data manipulations like arithmetic operations. It has a battery of supplied functions to answer statistical, engineering and financial needs. In addition, it can display data as line graphs, histograms and charts, and with a very limited three-dimensional graphical display. It allows sectioning of data to view its dependencies on various factors for different perspectives (using pivot tables and the scenario manager).

What are the timings of this training program?

As this is a purely online training program, students can choose to learn at any time of the day. We will recommend a pace to be followed throughout the program, but the actual timings can be decided by students according to their convenience.

Will there be a certificate provided at the end of the training?

Yes, a certificate will be provided by Internshala upon completion of the training. Students may download a soft copy of the certificate through our portal.

Who can join?

Anyone with an interest in Analytics (College students (every stream and year) & Working Professionals) are eligible to join this program. Please note that this is a beginner level training.

How will the training be imparted?

Training will be delivered using state of the art online tutorials and interactive exercises provided. Experts from Analytics Vidhya will be available to clear your doubts through live chat and will be answering your queries on the Q&A forum. Please note this is NOT an instructor-led training.

How would you solve my doubts and queries?

We shall have an online doubt clearing system (live chat + forum) in place to address your doubts.

What is the duration of this training?

This is a 4 weeks training.

Will there be any project that I will get to work on?

Yes. At the end of this training, students will make a sales plan for an insurance company "ABC Pvt. Ltd." using various input metrics and assumptions (rules). The problem statement and solutions for this will be provided.

I am a beginner/advanced user, is this training program for me?

This program would be better suited to beginners who have no prior knowledge of analytics.

Are there any pre-requisites for joining this program?

This program is for beginners. There are no pre-requisites.

Will I be able to download the training content?

Yes, you can download entire training content simultaneously. The videos can be downloaded by right-clicking and choosing save option. Text content (if any) will be available in the pdf format after 18 days from the start of your training.

Can the material be used by a group of students?

No. These trainings are meant for individual users. Multiple users will not be allowed to access the portal using the same account.

If you have any queries or any doubts regarding the training, please write to us at trainings@internshala.com or call us on +91 85860 80747.