

Online Advanced Excel Training
Learn the most in-demand skill in industry.
Duration: 4 weeks | Certified Training

About Advanced Excel Training

The Internshala Online Training Program on Advanced Excel is a 4-weeks training program covering Basic and Advanced modules of MS-Excel. The objective of this training is to make students proficient with Excel by practising everyday industry usage of MS-Excel.

During the course of this training, students will work on a project unit relating to “Food2Go”, a food technology startup. The project unit is divided into four assignments. Each assignment focuses on solving a different startup challenge using the concepts covered in the respective module. Food2Go faces a variety of challenges that include product-centric, customer-centric and strategic growth-oriented. Students will be presented with interesting real-life scenarios and have to use the Excel tools, functions and data visualization techniques learned to solve problems, make inferences and present data in a meaningful and effective manner using Excel.

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1. Getting Started: *Get familiar with Excel Learn the basic operations and formulas of excel.*

- Introduction to Excel
- Why should we learn Excel?
- Orientation / Tour
- Interface & Terminology
- Excel worksheets
- Excel Ribbon
- Backstage View
- Quick Access Toolbar
- Keyboard shortcuts

2. Excel Basics: *You will learn basic concepts in this module which will give you a chance to build a solid foundation.*

- Cell Basics
- Modifying cells/rows/columns
- Basic Cell Formatting
- Cell Number Formats
- Cut, Copy & Paste
- Format Painter
- Personalizing Worksheets
- Multiple worksheets
- Find & Replace
- Sheet Protection
- Printing & Page Layout
- Assignment

3. **FORMULAS & FUNCTIONS:** *In-depth lessons on formulas, functions, lookup functions and data validation with Excel*

- Intro
- Basic Formulas
- Advanced Formulas
- Cell References
- Excel Functions
- Date/Time Functions
- Text Functions
- Financial Functions
- Logical Functions
- Lookup Functions
- Data Validation
- Troubleshooting
- Assignment

4. **WORKING WITH DATA:** *You will learn all about data organization and data visualization*

- Basic tips for working with data
- Freezing panes and view options
- Data sorting
- Data filtering
- Tables
- Charts
- Assignment

5. **ADVANCED CONCEPTS:** *You will learn the skills needed to automate, analyze & present Excel data in the most effective manner*

- Conditional Formatting
- What-If Analysis
- Pivot Tables 1
- Pivot Tables 2
- Pivot Tables 3
- Assignment

FAQs

What is this training program about?

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

How will I be taught?

You will be taught using pre-recorded videos and text tutorials. The training has quizzes, assignments and tests to help you learn better. At the end of the training, you will attempt a project to get hands-on practice of what you learn during your training.

What would be course content? Who would be my instructor?

The course will cover the basics of Excel and will also cover advance functions like Financial functions, logical functions, Lookup functions, Data validation etc. You will also learn to organise, visualize and automate data using Charts, Tables, and Pivot Table. The course content has been developed by experts from Internshala. Our team will also be the one clearing your doubts through live chat and answering your queries on the forum.

What are the benefits of joining this training program?

The training will help you master one of the most useful tools used by professionals across the globe. You will be able to solve day to day business problems using Excel.

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 Excel (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. Our experts 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. During the course of this training, students will work on a project unit relating to "Food2Go", a food technology startup. The project unit is divided into four assignments. Each assignment focuses on solving a different startup challenge using the concepts covered in the respective module.

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 course content?

Yes, you can.

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.