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No. National Brand in  
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करिअर बनाने में  
आप का सच्चा साथी<sup>SM</sup>

सरकार मान्य

# Learn Top Job Essential SKILLS

**Excel<sup>SM</sup>  
advance**

Duration: 1 Month

Excel VBA | Excel Programming Excel Macros



## Program Contents

Introduction to Excel

Basic Functions

Tabs and Ribbons

Home Tab

Number Formatting

Advance Conditional Formatting

Paste Special

Insert Tab

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Data Tab

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Data Sorting / Validation

Whatif Analysis

Goal Seek / Scenario Management

Sub Total / Consolidation

Working with Charts

Advance Conditional Formatting

Pivot Table

Pivot Charts with Report

Date and Time Functions

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Statistical Functions

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Logical Functions

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Debugging Formulas

Working with Macros

MIS Reporting

Setting up Formulas Practically

Advance Level Shortcut Keys

Page and Margin Setup

Protection and Security

Advance Printing Features