



Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Management & Research

(Approved by AICTE, DTE, and Affiliated to University of Mumbai)

Shri. Hitendra V.Thakur
President

Ms. Aparna P. Thakur
Secretary

Dr. Hiresuh Luhar
Director

Certification Course on Advanced Excel for Management (FY- AEM24)

Certification Course Approved by Institute

Time Duration: 36 Hrs.

Content of the Course		Time Durations
Module I	Introduction to MS Excel	4 Hrs
	An overview of the screen, navigation and basic spreadsheet concepts. Various selection Techniques, Shortcut Keys, customizing excel, Basic Functions, Formatting and Proofing	
Module II	Pasting and Mathematical, Text and Time Functions	10 Hrs.
	Advance Paste – Paste Formulas, Paste Formats, Paste Validations, Transpose Tables Mathematical Functions - Sum, Sumif, Sumifs, Count, Countif, Countifs, Average, Averageif, Averageifs, Nested if, Iferror, And Or, Not Text Functions – Upper-Lower-Proper, Left-Mid-Right, Trim-Len-Exact, Concatenate-Concat-Textjoin, Find-Replace-Substitute Time Functions - Today, Now, Day, Month, Year, Date, Dateif, Dateadd, EOMonth, Weekday	
Module III	Analysing with Sorting, Filtering, Data validation, Logical and Lookup Functions	12Hrs.
	Sorting/Filtering, Dynamic Data Validation, Complex if, VLookup, Hlookup, Xlookup, Index-Match, XLookup	
Module IV	Creating Pivot Tables/Charts, Excel Dashboard	10Hrs.
	Charting and Slicing, Managing Pivot Tables and Charts, Planning a Dashboard, Adding Tables nad Dynamic Contents to Dashboard.	