

MS Excel Advanced (Level1, 2, 3)

Introduction

MS Excel still reigns supreme when it comes to spread sheet usage in business. Knowledge of Excel is required from entry level staff to Senior Managers. Employees with this skill are required from small companies to big International companies.

This training is provided in collaboration with a leading Microsoft Learning Partner through Microsoft Digital Official Curriculum and the curriculum is customised with simulated exercises. This Course offers 3 levels of learning Level1, Level 2, Level3. At the completion of the Course student gets a Microsoft Course Completion certificate for each Level.

Pedagogy

Digital Official Microsoft Course on Excel for Level1, Level 2, Level3 with lots of exercises.

Guided Simulation of exercises developed to assist students in learning.

Duration

Training : 90 hrs

Difficulty

Beginner to Intermediate

Assessment

Quiz

Certified By

Manipal Executive Education

Who Should Attend

- Engineering and IT Students – BTech / BE, BCA, MCA, BSc-IT, MSc-IT
- Commerce & Finance Students - BCom/MCom, Economics Graduates, MBA or BBA
- Job Aspirants in BPO, KPO, ITeS industry
New Managers : 2-3 years of experience

Topics Covered

1. Level 1 Basic Course on Excel
2. Level 2 Intermediate Course on Excel
3. Level 3 Advanced Course on Excel
4. Simulated Exercises

Learning Outcome

Expertise in Excel