**Online Advanced Excel Training**
**Learn how to use Microsoft Excel from scratch**
**Duration: 4 weeks | Certified Training**

### About Advanced Excel Training

The Advanced Excel Training by Internshala is a 4-week online training program covering the basic and advanced modules of Microsoft Excel. In this training program, you will learn how to use Microsoft Excel and the advanced concepts of 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. For doubt clearing, you can post your queries on the forum and get answers within 24 hours.

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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/colums
   - 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 by 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. The students can decide the timing 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 can 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 by answering your queries on the online forum. Please note this is not an instructor led training.

**How would you solve my doubts and queries?**

The students can post their queries on a dedicated online forum and receive answers within 24 hours.

**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 +91 844 8444 853.