



# ADVANCE EXCEL COURSE

ONLINE & OFFLINE



**LEARN FROM BEGINNNER  
TO ADVANCED LEVEL &  
CORPORATE LEVEL**

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4.7/5 CUSTOMER REVIEWS

**Training Since 1992**

**7977044922**





# Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel



**ALL INCLUSIVE**  
✓ 2 / 3 Months  
✓ Advance Modules  
✓ Certifications  
✓ Fast Track Batches  
✓ Books & Notes  
✓ Includes Projects



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9892081903**

**ANDHERI Nr Stn  
9324347326  
9820936176**

## Courses Offered

1. Microsoft Excel (Basic & Intermediate)
2. Advance Excel
3. Corporate Excel
4. AI in Excel (Office 365 with AI)
5. ChatGPT with Excel
6. Advance Excel with MACROS
7. Presentation Skills: Microsoft PowerPoint
8. Tally Prime (Certified & Intermediate)
9. MsOffice (Word, Excel, Powerpoint)



**Training Since 32+ Years, Trusted by 12510+ Students**



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# Microsoft Excel ADVANCED EXCEL DIPLOMA CORPORATE EXCEL PROFESSIONAL COURSE

## ADVANCE EXCEL & TALLY TRAINING INSTITUTE



**Master Excel  
4 Diplomas  
Rs. 1?,550  
All Inclusive  
Limited Time Offer**



- ALL INCLUSIVE**
- ✓ 3/4 Months
  - ✓ Fast-track Available
  - ✓ Advance Modules
  - ✓ 3 Certifications
  - ✓ 18 % GST Included
  - ✓ Books & Notes
  - ✓ Includes Projects
  - ✓ CLASSROOM
  - ✓ ONLINE SESSIONS



[www.tallycourse.com](http://www.tallycourse.com)

### MASTER OF ADVANCE EXCEL



#### ALL 4 MODULES

Module 1 Certified BASIC Microsoft Excel

Module 2 ADVANCE Excel Diploma

Module 3 CORPORATE Advance Excel

Module 4 AI Artificial Intelligence in Excel

**Fees Rs. 1?,550 Limited Offer**

**DURATION: 3 MONTHS**

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### A UNIQUE COMBINATION OF 4 in 1 COURSE (4 Modules)

Professional Advanced Training, Principles of Formula, Functions, Pivot Tables, Sheet Referencing, **DASHBOARD, AI in EXCEL** Training & **CORPORATE Excel, AI Total 4 Courses in 1**

- ✓ Module 1- Certified BASIC Microsoft Excel
- ✓ Module 2- ADVANCED EXCEL
- ✓ Module 3- Advance CORPORATE EXCEL
- ✓ Module 4- AI in Ms- EXCEL



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# Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel

MOST POPULAR

## Module 1 - Certified Basic EXCEL



Professional Course

Fees ~~7,550~~ Limited Offer Rs. 5550



Master of  
Advance EXCEL  
ALL 4 Modules  
Rs. 1?,550  
All Inclusive  
Limited Time Offer



### Part 1 Introduction of MS-Excel

- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (**Absolute / Relative / Sheet Reference**)

Setting up tables, Writing formulas

Making charts, Filtering & sorting

SHORTCUTS

- Linking between Excel Files & Data, Chart Preparation in Excel with Details Features

### Microsoft EXCEL - 5 Important areas - cover the Intermediate Excel Course

- 1. Quick Access Toolbar:** This is a place where all the important tools can be placed. When you start Excel for the very first time, it has only 3 icons (Save, Undo, Redo). But you can add any feature of Excel to to Quick Access Toolbar so that you can easily access it from anywhere (hence the name).
- 2. Ribbon:** Ribbon is like an expanded menu. It depicts all the features of Excel in easy to understand form. **Home, Insert, Formulas, Page Layout & Data.**
- 3. Formula Bar:** This is where any calculations or formulas you write will appear. You will understand the relevance of it once you start building formulas.
- 4. Spreadsheet Grid:** This is where all your numbers, data, charts & drawings will go. Each Excel file can contain several sheets. But the spreadsheet grid shows few rows & columns of active spreadsheet.
- 5. Status bar:** This tells us what is going on with Excel at any time. You can tell if Excel is busy calculating a formula, creating a pivot report or recording a macro by just looking at the status bar.

### RESOURCE TO USE EXCEL PRODUCTIVELY

Keyboard Shortcuts, Mouse Shortcuts

Excel Productivity Tips, Making better Excel workbooks

Important shortcuts & productivity tricks

### Part 2 FUNCTIONS of MS-Excel

- Tabs and Menus of Excel, Office Button / File Menu, Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Formatting, Page Elements & Setup
- Advance Security Option from Review and View Tabs

### Part 3 CHARTS of MS-Excel

Intro to Charting, Picking right charts

Anatomy of Excel chart, Formatting charts

NEW Charts in Microsoft Excel, **Budget vs. Actual charts**

**THEN VS. NOW CHARTS, CONDITIONAL CHARTS, INTERACTIVE CHARTS**



**Trained 12510+ Students in Advance Excel & Tally including Corporates**



### MASTER OF ADVANCE EXCEL

#### ALL 3 MODULES



Module 1 - Certified BASIC Microsoft Excel

Module 2 - ADVANCED EXCEL

Module 3 - Advance CORPORATE EXCEL

**All Inclusive Fees ~~28,550~~**

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# Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel & AI

MOST POPULAR

## Module 2 - ADVANCE EXCEL



**PROFESSIONAL COURSE** with Certification  
**Fees 9,550 Limited Offer Rs. 5990**



**Master of  
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ALL 4 Modules  
Rs. 1?,550  
All Inclusive  
Limited Time Offer**

### Section 1 ADVANCED FUNCTIONS of MS-Excel

- Tabs and Menus of Excel, Office Button / File Menu, Advanced Options
- Formula Tab options with Auditing, Data Tools in Excel
- Home Tab Options (Advanced Formatting & Paste Special)
- Specialized Effects like Formatting, Page Elements & Setup
- Advance Security Option from Review and View Tabs



### Section 2

- **ADVANCED** Data Analysis (Adv. Sort, Filter, Subtotal, Validation, Consolidation)
- Goal Seek and Scenario Features in Excel Industry Work.
- PIVOT Table and Data Analysis using options of Pivot Table
- More Useful Functions in Excel (Date/Time, Text, Mathematical, Statistical etc.)
- V-Lookup and H-Lookup Functions and Its use in Industry.

### Section 3

- **25 Corporate Level Projects for Individual options in Excel.**
- MIS Reporting Analysis Options.
- Detailed Work to Handle Large Data with Data Operations like Advanced Filter.
- Introduction to VBA, Macro in Excel to save Work Time.

### Section 4

- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Date Functions - Age Calculations
- NESTED IF
- Consolidation of Data
- Data Validation
- Logical functions - (AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run a macro **Intro. to VBE Prog.**



### Section 5

- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- PIVOT TABLES & PIVOT CHARTS
- Scenario Manager

**25+ Projects of Practical Training**



**FEES: Advance Excel Course**

**Duration 6 Weeks**

**Course Fees 9,550 Rs. 5990**

**Includes GST, Book, Certificate**

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- ☑ Advance Modules
- ☑ 3 Certifications
- ☑ 18 % GST Included
- ☑ Books & Notes
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# Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel & AI



## Module 3 - CORPORATE EXCEL



**PROFESSIONAL COURSE** with Certification  
**Fees 9,550 Limited Offer Rs. 7,550**

Master of  
Advance EXCEL  
ALL 4 Modules  
Rs. 1?,550  
All Inclusive  
Limited Time Offer

Performing **COMPLEX CALCULATIONS** more efficiently,  
Using various Excel functions and executing in Dynamic projects  
Organizing and analysing large volumes of data

### CREATING MIS REPORTS

Designing and using templates  
Consolidating and managing data from multiple workbooks.  
Writing **CONDITIONAL EXPRESSIONS** (using IF)

### Using logical functions (AND, OR, NOT)

Using lookup and reference functions  
(VLOOKUP, HLOOKUP, MATCH, INDEX)  
VlookUP with Exact Match, Approximate Match

### Nested VlookUP with Exact Match

VlookUP with Tables, Dynamic Ranges  
Using VLookUP to consolidate Data from Multiple Sheets

**ADVANCED FORMATTING:** Using conditional formatting  
option for rows, columns and cells

### DATA VALIDATION IN FINANCIAL FUNCTIONS

Using advanced options of Pivot tables, Pivot charts  
Consolidating data from **MULTIPLE SHEETS**. Creating Slicers  
Using external data sources. **Advanced Date & Time Functions**

### DATA CONSOLIDATION to consolidate data

Show Value As ( % of Row, % of Column,  
Running Total, Compare with Specific Field)  
Viewing Subtotal under Pivot,

### What is a DASHBOARDS?

### PROCESS for DASHBOARDS

### Business DASHBOARDS

### FINANCIAL METRICS DASHBOARD

**CREATE FORMS** with Radio Buttons, Selection tools,  
other programming tools. ....ETC and much more.

**DASHBOARD Reports Allow Managers to Get High-level Overview of the Business.** Excel is an Excellent Tool to make Powerful Dashboards that Provide Analysis, Insight & Alert Managers in Timely Manner.



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## MASTER OF ADVANCE EXCEL



### ALL 4 MODULES

Module 1 - Certified BASIC Microsoft Excel

Module 2 - ADVANCED EXCEL

Module 3 - Advance CORPORATE EXCEL

Module 4 - Certified AI with Ms-Excel

**All Inclusive Fees 31,550**

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# Certified Basic Excel Advance EXCEL Training CORPORATE Excel & AI Artificial Intelligence

## Module 4 - Certified AI with Excel



**Master Excel's Inbuilt AI – Analyze, Automate, and  
Manage Excel Smarter than Ever!**

**Fees ~~7,550~~ Limited Offer Rs. 5,550**



### Introduction to Excel's Inbuilt AI

Understand the role of Artificial Intelligence in Excel  
Explore AI-powered features available in the latest Excel versions  
Learn the difference between traditional Excel vs. AI-powered Excel  
Real-world applications of Excel AI for business, projects, and studies

### AI Data Analysis Made Easy

Use Excel's "Analyze Data" Tool for instant data insights  
Auto-generate charts, pivot tables, and key summaries using AI  
Identify patterns, trends, and outliers automatically  
Use AI to recommend the best chart types based on your dataset

### Smart Suggestions & Quick Calculations

Leverage Excel's AI to suggest:  
Quick summaries | Key averages  
Totals and comparisons. Instantly answer  
Questions by typing queries directly in the AI pane

### AI-Powered Visualizations

Generate Smart charts & Visual summaries instantly  
Use Recommended Charts and Pivot Tables to speed up reporting  
Create interactive dashboards with AI-assisted suggestions

### AI-Driven Time Savers

Use AI to auto-complete, predict, and correct data entries  
Explore Excel Ideas Pane for one-click analysis

### AI-Enhanced Data Cleaning

Automatically detect and remove duplicates

### Ai-assisted Data Correction And Smart Validation

Get instant suggestions to fix common Excel errors

### AI in Excel for Professional Reporting

Build AI-driven reports quickly  
Use Natural Language Queries to ask Excel questions like "Show total sales by month"  
Smart filters and slicers using AI suggestions



### COURSE HIGHLIGHTS:

Learn Step-by-Step with Excel Files  
Practical, Hands-on training with  
Real-world Case studies  
Focus on Time-Saving & Productivity  
Boosting Excel AI features

**Trained 12510+ Students in Advance Excel, Corporate Excel & AI**

## MASTER OF ADVANCE EXCEL **ALL 4 MODULES**



Module 1 - **Certified BASIC** Microsoft Excel  
Module 2 - **ADVANCED EXCEL**  
Module 3 - Advance **CORPORATE EXCEL**  
Module 4 - **Certified AI** with Ms-Excel

**All Inclusive Fees 31,550**

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# Certified Basic Excel Advance EXCEL Training CORPORATE Excel & AI Artificial Intelligence

Trained 12510+ Students in Advance Excel & Tally including Corporates

Our Advanced Excel Corporate Clients



**Master of  
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ALL 4 Modules  
Rs. 1?,550  
All Inclusive  
Limited Time Offer**

**BATCH TIMINGS:** Morning - 7:30-9am, 9-10am, 10-11am, 11-12pm | Afternoon - 12-1pm, 3-4pm, 4-5pm | Evening - 5-6pm, 6-7pm, 7-8pm, REGULAR & WEEKEND

**ALL INCLUSIVE**  
☒ 3 Months  
☒ Advance Modules  
☒ Certifications  
☒ 18 % GST Included  
☒ Books & Notes  
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Certified Basic Excel  
Advance EXCEL Training  
CORPORATE Advance Excel & AI in Excel

# Why only Rs. 1?,550

Original Fees : ~~Rs. 31,550~~ (All Inclusive)  
Duration 3 Months



Rs. 1?,550

**ALL INCLUSIVE**

Limited Time Offer



**"ALL"**

4 MODULES

## Why only Rs. 1?,550 for ALL 4 Modules ?

**1. We OWN our training premises ! We don't pay rent.**

We don't have to include the rent cost in your fees !!!

**2. We are NOT a franchisee.**

We don't need to pay franchisee fees to anyone.

So, We don't have to include franchisee fee cost in your fees !!

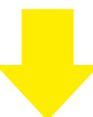
**3. No unnecessary theory classes.**

Only necessary theory, 90% Practicals and more practicals.

Thus, saving your precious time going through mind numbing theory classes.



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# Certified Basic Excel Advance EXCEL Training CORPORATE Advance Excel



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Opp. STARCITY (MOVIE TIME) Cinema,  
7 Min Walk from MATUNGA (West) Station,  
12 Min from Dadar W Stn. Mumbai-400016. 9833900110 / 9833900330

## ANDHERI WEST CENTRE ADDRESS

### ANDHERI WEST ADDRESS:

PEARL PLAZA, 7th Floor, Office No.704,  
Masjid Gali, 1 Minute from Station.  
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**Experience in the Training Industry Training Industry since over 32+ years**

- 100% Practical, Safe & Professional learning environment.
- Certified & Qualified Instructors with Industry Experience.



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## ALL 4 MODULES

- Module 1 - Certified BASIC Ms Excel
- Module 2 - ADVANCED EXCEL
- Module 3 - Advance CORPORATE EXCEL
- Module 4 - Certified AI with Ms-Excel

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# Advance Microsoft POWERPOINT Presentation MODULE Fees: 7990- Rs.5990



## Microsoft POWERPOINT

## Powerful Presentation Fees 7,990 Rs. 4990 PROFESSIONAL Course with Certification

### Ms-PowerPoint MODULE

Rs. 7,990

All Inclusive

Limited Time Offer

#### Module 1: Introduction to PowerPoint

- Overview of Microsoft PowerPoint interface
- Understanding the Ribbon and Quick Access Toolbar
- Creating, opening, and saving presentations
- Navigating slides and slide layouts

#### Module 2: Building Basic Slides

- Inserting and formatting text boxes
- Adding and formatting shapes
- Incorporating Multimedia elements
- Applying themes and backgrounds

#### Module 3: Slide Design and Layout

- Customizing slide master and layouts
- Choosing and modifying themes
- Using color schemes and fonts effectively
- Creating Visually appealing presentations

#### Module 4: Working with Data

- Inserting tables and charts
- Formatting and customizing data visuals
- Importing data from Excel
- Utilizing SmartArt for data representation

#### Module 5: Animations and Transitions

- Applying slide transitions
- Adding entrance, emphasis, and exit animations
- Customizing animation settings
- Creating Dynamic and Engaging Presentations



#### Module 6: Collaboration and Sharing

- Reviewing and commenting on presentations
- Sharing presentations on cloud platforms
- Integrating with Microsoft Teams

#### Module 7: Advanced Features

- Creating Hyperlinks and action buttons
- Incorporating 3D models and icons
- Using the Morph transition & animation
- Mastering Adv. Formatting & Design techniques

#### Module 8: Tips for Effective Presentations

- Design principles for impactful presentations
- Delivery techniques and tips
- Strategies for engaging your audience
- Troubleshooting common presentation issues

#### Module 9: Final Project & Certification

+ Add  
Presentation  
Skills



ADD  
POWERPOINT

All Inclusive Fees 7,990

Fees 4,990 Limited Offer

This is a Comprehensive Course of  
Ms-PowerPoint to Enhance Your skills.

Trained 12510+ Students in Advance Excel & Tally including Corporates

ADD POWERPOINT TO YOUR EXCEL  
COMBINATION

Module 1 - Certified BASIC Microsoft Excel

Module 2 - ADVANCED EXCEL

Module 3 - Advance CORPORATE EXCEL

Module 4 - Certified AI with Ms-Excel

Module 5 - Microsoft POWERPOINT Presentation

All Inclusive Fees 38,550 Fees 17,990 Limited Offer

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# Advance Excel MACRO's MODULE 4 Fees: ~~9550~~ Rs.7550



**MACRO**  
**Advance EXCEL**  
**MODULE 4**  
**Rs.9,550**  
**All Inclusive**  
**Limited Time Offer**

## ADVANCE EXCEL MACROS

### PROFESSIONAL Course with Certification

**Fees ~~9,550~~ Rs. 7550**

In this course you will learn to write macros in Excel using programming language Visual Basic Application (VBA).

Recorded macro can be edited to customize it & one can directly go for coding to accomplish the required tasks.

#### Module 1:

Create Functions & Procedures  
Design & Create reports  
Understanding Security Levels  
Security levels and its meaning

#### Module 2: Functions

What is Function and Subroutine  
Writing Functions using VBA Editor  
Calling function in other workbook  
Relative & Absolute Macros

#### Module 3: Recording Macros

Recording and running macro  
Storing macro in different books  
Creating buttons & assigning macros  
Creating My Menu

#### Module 4: The Visual Basic Editor

Editing macros using VBA Editor  
Understanding the project explorer  
Exploring windows properties  
Modifying code & Debugging code

#### Module 5: Programming Fundamentals

Variables, Data types & Constants  
Arrays, Object Variables  
Conditional structures (If Then, Select Case)  
Logical Operators / Looping constructs  
(For loops, Do loops, While)  
Built-in functions, Creating Subroutines

#### Module 6: User Forms

Creating forms, Form events  
Creating custom menus & toolbars  
Creating Add-ins



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## MASTER PRO OF ADVANCE EXCEL

### ALL 4 MODULES



Module 1 - **Certified BASIC** Microsoft Excel

Module 2 - **ADVANCED EXCEL**

Module 3 - Advance **CORPORATE EXCEL**

Module 4 - **Certified AI** with Ms-Excel

Module 5 - Adv. **MACROS IN EXCEL**

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# TALLY PRIME PROFESSIONAL CERTIFIED COURSE Rs. ?550



## TALLY OPERATOR COURSE WITH CERTIFICATION

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### FINANCIAL Accounting

- ↳ Creating A Company
- ↳ Company Configuration
- ↳ Setting up a New Company
- ↳ Ledger / Creating Groups
- ↳ Account Heads / Voucher Entry
- ↳ Payment / Receipt Voucher
- ↳ Contra Entry
- ↳ Purchase / Sales Register
- ↳ Creating Cost Centres
- ↳ Creating Trial Balance
- ↳ Viewing Statement of Accounts
- ↳ Profit & Loss Account
- ↳ Balance Sheet
- ↳ Bank Reconciliation
- ↳ Interest Calculation
- ↳ Bank & Cash Books
- ↳ **PAYROLL**
- ↳ Company Controls
- ↳ **TDS** - Tax Deducted Source
- ↳ **GST CALCULATION**
- ↳ GST – Goods and Services Tax
- ↳ Accounting of **GST in Tally**
- ↳ **CGST** – Central GST Government
- ↳ **SGST** – State GST, Integrated GST

### INVENTORY

- ↳ Features
- ↳ Stock Groups
- ↳ Stock Items
- ↳ Physical Stock Voucher
- ↳ Creating Units of Measure
- ↳ Rejections In & Out
- ↳ Purchase & Sales Order
- ↳ Multi Currency
- ↳ Invoicing, Bill or Stock Wise
- ↳ Debit / Credit Notes
- ↳ Budgets & Controls
- ↳ Multiple Godowns
- ↳ Rejection Notes
- ↳ Sales Plan / Purchase Plan
- ↳ Sales Order Processing
- ↳ Purchase Order Processing
- ↳ Maintaining Physical Stock
- ↳ Inventory Reports & Statements
- ↳ Interest Calculation
- ↳ PRINT PREVIEW

Work on PROJECTS &  
ASSIGNMENTS



Tally Prime



## COURSE FEES:

**Certified Tally Operator Course**

**Duration 2 Months**

**Fees ~~11,550~~ Rs. ?550**

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# Certified Microsoft Excel Advance EXCEL Training CORPORATE Excel & AI



## What you can expect :

- Our Setup of 75+ Laptops & Computers
- FAST-TRACK Batches Available
- 100+ Corporates trained by us
- 55+ PROJECTS & ASSIGNMENTS
- NOTES & BOOKS PROVIDED
- Excel & Tally Certified & Qualified Faculties
- 100% Practical Training - **ONLINE & CLASSROOM**
- State-of-the-art Computers/Laptops
- Globally recommended curriculum
- Work on 55+ LIVE PROJECTS
- Individual Notes & Certificates Issued for Every Module



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