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TO ADVANCED LEVEL &
CORPORATE LEVEL



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Certified Basic Excel Advance EXCEL Training CORPORATE Excel, POWER BI



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. **POWER BI**
8. Presentation Skills: Microsoft PowerPoint
9. Tally Prime (Certified & Intermediate)
10. MsOffice (Word, Excel, Powerpoint)



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Microsoft Excel ADVANCED EXCEL DIPLOMA CORPORATE EXCEL PROFESSIONAL COURSE

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**Master Excel
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- 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



& Online



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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Module 1 - Certified Basic EXCEL



Professional Course

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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



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Module 2 - ADVANCED EXCEL

Module 3 - Advance CORPORATE EXCEL

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PROFESSIONAL COURSE with Certification
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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



FEEES: Advance Excel Course

Duration 6 Weeks

Course Fees 9,550 Rs. 5990

Includes GST, Book, Certificate

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Module 3 - CORPORATE EXCEL



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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.



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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.

Trained 12510+ Students in Advance Excel & Corporate Excel

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Module 3 - Advance CORPORATE EXCEL

Module 4 - Certified AI with Ms-Excel

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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!

Master of
Advance EXCEL

ALL 4 Modules

Rs. 1?,550

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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



AI IN EXCEL



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

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Why only Rs. 1?,550

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

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"ALL"

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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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Power BI vs Advanced Excel – 5 Key Differences

Purpose

Advanced Excel: Ideal for calculations, MIS reports, and daily office analysis.

Power BI: Built for business intelligence and interactive decision-making dashboards.

Data Handling

Advanced Excel: Suitable for small to medium datasets.

Power BI: Efficiently manages millions of rows with advanced data modeling.

Dashboards

Advanced Excel: Basic dashboards using charts and Pivot Tables.

Power BI: Highly Interactive & Professional dashboards with drill-down features.

Automation & Integration

Advanced Excel: Automation via formulas, Power Query, and VBA; limited integrations.

Power BI: Connects to Multiple Data Sources with Automated and Real-time updates.

Career Opportunities

Advanced Excel: Roles like Accountant, MIS Executive, and Operations Executive.

Power BI: High-demand roles such as Data Analyst and Business Analyst with better salary growth.



Advanced Excel Manages & Analyzes Data, while Power BI transforms it into Powerful, Interactive Business Insights.

Combination of 5 5 Modules PRO Level

1. Advance Excel
2. Corporate Excel
3. AI for Excel
4. ChatGPT for Excel
5. Power BI

ADVANCED EXCEL

Ideal for MIS reports & Daily Calculation tasks

Works best with Small to Medium Datasets

Uses formulas, Pivot Tables & Dashboards

Suitable for Accountant & MIS Executive

Power BI

Designed for Interactive Dashboards & Business Insights

Handles millions of data rows with ease

Connects to multiple data sources with real-time updates

Perfect for careers like Data Analyst & Business Analyst

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Master Power BI & Become a Job-Ready Data Analyst



Transform Raw Data into Interactive Dashboards & Powerful Insights, Data Analytics & Business Intelligence

■ Module 1: Introduction to Microsoft Power BI

Build a Strong Foundation in Business Intelligence

- Overview & importance of Power BI in the corporate world
- Installation and essential settings configuration
- Understanding Power BI interface, workflow, and components
- Exploring resources and monthly updates for continuous learning
- ✓ Assignment for practical understanding

🔗 Module 2: Data Connection, Shaping & Transformation (Power Query)

Clean, Transform & Prepare Data Like a Data Analyst

- Front-end vs back-end concepts in Power BI
- Data connectors and Power Query Editor tools
- Data cleaning using text, number, date & time transformations
- Grouping, pivot/unpivot, conditional columns, and indexing
- Merging, appending, & refreshing data from multiple sources e.g. web and databases

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✓ Hands-on assignment for real-world data preparation

🌟 **Module 3: Data Modeling & Relationships**

Design Professional Data Models for Accurate Analysis

- Database concepts: normalization, fact & dimension tables
- Primary & Foreign Keys, Relationships Vs Merge
- Star & snowflake schemas and Relationship Cardinality
- Active vs Inactive Relationships and Filter Flow Concepts
- Creating Hierarchies, Formatting Data, and Optimizing Models
- ✓ Practical assignment on Data Modeling



📐 **Module 4: DAX – Data Analysis Expressions**

Perform Advanced Calculations with Powerful DAX Functions

- DAX Fundamentals and Comparison with M Language
- Calculated columns, measures, and quick measures
- Logical, Mathematical, Statistical, Text, and Date Functions
- CALCULATE, ALL, FILTER, RELATED, and Iterator (X) functions
- Time Intelligence Functions for Business Reporting
- ✓ Step-by-step DAX **Assignment for Real-World Scenarios**
-

📊 **Module 5: Data Visualization & Interactive Reports**

Create Professional Dashboards for Business Decision-Making

- Dashboard Planning, Layout Design, and Report Structuring
- Charts: Bar, Line, Donut, Area, Gauge, Trend & Forecast
- KPI Cards, Tables, Matrices, Slicers, And Filters
- Maps, Drill-Down Features, Bookmarks, and parameters
- Mobile layout optimization and role-based access
- ✓ Practical **Assignment on Dashboard Creation**



Module 6: Power BI with AI Features

(Certified)

Leverage Artificial Intelligence for Smart Insights

- Anomaly Detection For Trend Analysis
- Smart Narratives for automated insights
- Q&A Visuals For Natural Language Queries
- Decomposition Tree for root-cause analysis
- Key Influencers to identify impactful factors
- ✓ Assignment on AI-driven analytics



Module 7: Power BI Optimization & Performance Tools

Build Faster, Efficient & Enterprise-Ready Reports

- Optimizing Visuals and Improving Performance
- Using Performance Analyzer for Report Tuning
- Working With External Tools and Databases
- Advanced Slicer Techniques for Better User Experience
- ✓ Best practices for professional Power BI deployment



Course Outcome – What You Will Achieve

- Create **Professional Dashboards and MIS Reports**
- **Analyze Large Datasets Efficiently**
- Apply DAX For **Advanced Business Calculations**
- Deliver **AI-Powered Insights for Smarter Decisions**
- Become job-ready for roles like **Data Analyst, MIS Analyst, and Business Analyst**



Why Choose Our Institute?

- ✓ **100% Practical & Job-Oriented Training**
- ✓ **Live Projects & Real Business Case Studies**
- ✓ **Expert Trainers with Industry Experience**
- ✓ **Flexible Batch Timings (Weekday & Weekend)**
- ✓ **Certification Upon Completion**





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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

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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



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

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

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 **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

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



ADVANCE EXCEL MACROS

PROFESSIONAL Course with Certification

Fees ~~9,550~~ Rs. 6550

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
- Creating Add-ins



MACRO
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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**



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