



**MASTER OF ADVANCE EXCEL,  
CORPORATE EXCEL & MACROS**  
All Inclusive Fees ~~17,550~~ **11,550 Limited Offer**  
DURATION : 2 MONTHS DAILY / Fast-Track Available

**MASTER EXCEL**  
**ALL 3 MODULES**  
**Rs.11,550 only**

## 1) COURSE : **ADVANCE EXCEL [MODULE 1]**

### Section 1

#### Introduction of MS-Excel

- Calculations in Excel (Basic Formula's & Advanced Formula's)
- Calculations in Excel (Absolute / Relative / Sheet Reference)
- Linking between Excel Files and Data, Chart Preparation in Excel with Details Features

### Section 2 **ADVANCED FUNCTIONS** of MS-Excel

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

### Section 3

- **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 4

- 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 and How to Use Macro in Excel to save Work Time.

#### INDIVIDUAL Original FEES

ADVANCE EXCEL  
Rs.5,550/-  
CORPORATE EXCEL Rs.  
5,550/-  
MACRO EXCEL – 5,550/-

**SAVE 40% →**



#### **MASTER EXCEL** **ALL 3 MODULES**

All Inclusive of Books,  
Certification, GST

**FEES – Rs. 11,550**

**↓ see more course  
details BELOW ↓**

**DADAR | MATUNGA – 9930375161 | ANDHERI – 26700893 | THANE 9892081903**

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www.corporate-tutors.com

ADVANCED EXCEL

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We are Only at Dadar & Andheri, No other Branches

Includes  
**ALL**  
**3**  
**MODULES**

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## ADVANCE EXCEL COURSE :

### ADVANCED EXCEL:

- Multiple-level Sub Total Reports
- Filtering database & Sorting data
- Securing & Protecting Worksheets
- Linking Multiple Sheets
- Sheet Referencing
- Dynamic Linking Word/Excel/Powerpoint
- Functions: LOOKUP, VLOOKUP
- HLOOKUP
- COUNTIF, SUMIF
- What-if-analysis
- Goal Seek
- Pivot Tables & Pivot Charts
- Reporting
- Character Functions

- Scenario Manager
- Date Functions
- Age Calculations
- NESTED IF
- Consolidation of Data
- Data Validation
- Logical functions
- (AND, OR, NOT)
- Macro: Definition & Concepts
- Record & Run a macro
- Store a macro
- **Introduction to VBA Prog**
- **30 Projects of Practical Training**

### MS-EXCEL :

- Electronic Spreadsheet basics
- Formatting Fonts, Numbers
- Relative & Absolute Reference
- Date & Currency Formatting
- Formula charts & Graphs
- 2D/3D Graphs, Pie, Line Cone
- Formatting Charts
- Data Values

### ADVANCE EXCEL

**Fees: Rs. 5,550**

**Duration: 1 Month**

**Daily [20 Sessions]**

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Includes  
**ALL**  
**3**  
**MODULES**

## CORPORATE ADVANCED EXCEL COURSE :

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  
Nested Vlookup with Exact Match  
Using Vlookup to consolidate Data from Multiple Sheets  
Advanced Formatting: Using conditional formatting option for rows, columns and cells

Formatting & customizing Pivot tables  
Using advanced options of Pivot tables, Pivot charts  
Consolidating data from multiple sheets  
Using external data sources  
Using data consolidation feature to consolidate data  
Show Value As ( % of Row, % of Column, Running Total, Compare with Specific Field)  
Viewing Subtotal under Pivot  
Advanced Date & Time Functions  
Data Validation in financial functions  
Advanced Shortcut Keyboard Commands  
Create Forms with Radio Buttons, Selection tools, other programming tools.  
Creating Slicers (2013 version)

### CORPORATE Excel

**Fees: Rs. 4,550**

**Duration: 12 Sessions**

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Includes  
**ALL**  
**3**  
**MODULES**

## MACRO'S IN ADVANCE EXCEL :

**MACRO'S Fees: Rs. 5550 | 12 Sessions**

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



MICROSOFT  
EXCEL EXPERT

### WHAT YOU CAN EXPECT :

- Our Setup of 70+ Computers
- **FAST-TRACK Batches Available**
- **100+ Corporates trained by us**
- Tally Certified & Qualified Faculties
- You get 100% Practicals
- State-of-the-art Computers/Laptops
- Globally recommended curriculum
- **Work on 30+ PROJECTS**
- Printed Notes & Certificates issued

### TIMINGS:

Morn: 7.30-9, 9-10, 10-11am  
Aftn: 11-12, 12-1, 3-4, 4-5pm  
Even: 5-6, 6-7, 7-8, 8-9pm

### ADMISSION:

- ✓ CASH or Draw Cheque on "Softpro Computer Education"
- ✓ Cheque clearance is a must before batch commencement
- ✓ Credit Cards

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**ADDRESS: SOFTPRO TALLY / EXCEL DADAR CENTER Address**

B/2,Vimal Udyog Bhavan, 1st Flr, Nr BPL Mobile Off, Opp. STARCITY Cinema, Near RUPAREL College, **7 Min Walk from Matunga Rd (West) Station, (OR 15 Min from Dadar West Station towards Ruparel College)**

**Phone** 24222726 | 24301112 | **Mobile** 9833900330 | 9930375161

**ADDRESS: SOFTPRO TALLY/EXCEL ANDHERI Outside STATION**

PEARL PLAZA , 7th Floor, Office No.704, Just OUTSIDE ANDHERI WEST STATION - NEXT TO new MCDONALD. **ONLY 1 Min.Walk from Andheri (W) Station**

**Phone:** 26700893 | **Mobile:** 9324347326 / 9820936176

**ADDRESS: SOFTPRO TALLY/EXCEL THANE Outside STATION**

401, SHREEJI ASHISH SOCIETY, 4<sup>th</sup> Floor, Lohar Ali Rd, near **Bhanushali Hospital, ONLY 2 Min. Walk from Thane (W) Station.**

**Phone:** 022 49791223 | **Mobile:** 9833900335 / 9892081903

**BATCH TIMINGS:**

**Morning** - 7:30-9am, 9-10am, 10-11am, 11-12pm

**Afternoon** - 12-1pm, 1:30-3pm, 3-4pm, 4-5pm

**Evening** - 5-6pm, 6-7pm, 7-8pm, 8-9pm

**WEEKEND: FAST TRACK | ONLY SUNDAYS | ONLY SATURDAYS | FULL | PART TIME |**



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