

## 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.

MaGE, along with a leading Microsoft Learning Partner is offering training on MS Excel through MaGE Digital content aligned with Microsoft Official Curriculum and customised curriculum with addition of innovative simulated exercises. This Course offers 3 levels of learning Level1, Level 2, Level3. At the completion of the Course student gets a MaGE Certificate.

### Pedagogy

MaGE Content on Excel for Level1, Level 2, Level3 with lots of exercises.

Guided Simulation of exercises developed by Microsoft Learning Partner to assist students in learning.

### Duration

Training : 90 hrs

### Difficulty

Beginner to Intermediate

### Assessment

Quiz

### Certified By

MaGE

### Who Should Attend

- BCom/Mcom
- BA
- MCA  
BCA
- MSc-IT  
BSc -IT
- B Tech / BE
- MBA

### Topics Covered

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

### Learning Outcome

Expertise in Excel  
Course Completion Certificate from MaGE

# Advanced Excel Certification

## Online Training on Excel

MaGE is offering training on MS Excel through a comprehensive and modular set of Learning Content and customised hands on platform developed in-house.

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

## Objectives

There is a huge demand for resources skilled on MS Excel. Our objective is to create a talent pool proficient in MS Excel to fulfil this demand. We aim to train students through Digital Content aligned with Microsoft Official curriculum plus a customised course developed by us to help the students practice and learn real time scenarios. There will be a Course Completion Certificate from MaGE, based on assessments on each level.

## Benefits to Students

- Knowledge and practice of MS Excel.
- Learning and practicing MS Excel with real time scenarios.
- Great value-add for student's Resume which can help him/her get a great career.
- Student gets 1 Certificate from MaGE after an online MCQ bases assessment

## Course Content

The course will cover 3 levels of Learning Excel:

- Level 1 Basic Course on Excel
- Level 2 Intermediate Course on Excel
- Level 3 Advanced Course on Excel

## Level1: Basic Course on Excel

This course is intended for novice information workers who want to learn beginning level Excel 2010 skills. After completing this course, students will be able to:

- Create workbooks
- Modify workbook content
- Modify worksheet content
- Zoom in on a worksheet
- Arrange multiple workbook windows
- Add buttons to the Quick Access Toolbar
- Customize the ribbon
- Maximize usable space in the program window
- Enter and revise data
- Move data within a workbook
- Find and replace data
- Correct and expand upon worksheet data
- Define Excel tables
- Format cells
- Apply workbook themes and Excel table styles.
- Add images to worksheets
- Add headers and footers to printed pages
- Prepare worksheets for printing
- Print worksheets
- Print parts of worksheets
- Print charts

## Level2: Intermediate Course on Excel

This course shows students how to perform calculations on data, locate and validate data, create styles and format and filter data, reorder and summarize data, and combine data from multiple sources. After completing this course, students will be able to:

- Name groups of data
- Create formulas to calculate values
- Summarize data that meets specific conditions
- Find and correct errors in calculations
- Define styles
- Make numbers easier to read
- Change the appearance of data based on its value
- Limit data that appears on your screen
- Manipulate worksheet data
- Define valid sets of values for ranges of cells
- Sort worksheet data
- Organize data into levels

- Look up information in a worksheet
- Use workbooks as templates for other workbooks
- Link to data in other worksheets and workbooks
- Consolidate multiple sets of data into a single workbook
- Group multiple sets of data

### Level3: Advanced Course on Excel

This course provides students with the skills to analyse alternative data sets, create dynamic worksheets by using PivotTables, create charts and graphics, automate repetitive tasks, work with other Microsoft Office programs, and collaborate on workbooks. After completing this course, students will be able to:

- Define an alternative data set
- Define multiple alternative data sets
- Vary your data to get a desired result by using Goal Seek
- Find optimal solutions by using Solver
- Analyse data by using descriptive statistics
- Analyse data dynamically by using PivotTables
- Filter, show, and hide PivotTable data
- Edit PivotTables
- Format PivotTables
- Create PivotTables from external data
- Create charts
- Customize the appearance of charts
- Find trends in your data
- Summarize your data by using Sparklines
- Create dynamic charts by using Pivot Charts
- Create diagrams by using SmartArt
- Create shapes and mathematical equations
- Enable and examine macros
- Create and modify macros
- Run macros when a button is clicked
- Run macros when a workbook is opened
- Include Office documents in workbooks
- Store workbooks as parts of other Office documents
- Create hyperlinks
- Paste charts into other documents
- Share workbooks
- Manage comments
- Track and manage colleagues' changes
- Protect workbooks and worksheets
- Authenticate workbooks
- Save workbooks for the Web

## Hands on Platform

MaGE has developed a guided course on Excel using Adobe Captivate to capture the functioning of MS Excel. This tool guides and prompts the student to learn and complete exercises on MS Excel by following step by step instructions provided on the screen. This platform will guide the student at each and every step to perform all tasks in Excel.

**This is a one of its kind tool which helps the student pick up the usage of MS Excel quickly and efficiently, without the support of an instructor.**

## Sample Screen Shot

The screenshot shows an Excel spreadsheet with the following data:

Product	January	February	March	April	May	June	July	August	September	October	November	December	Year to Date	Average Monthly Sale
2" Valve	INR 10,000	INR 7,800	INR 8,100											
4" valve	INR 11,000	INR 13,000	INR 12,400											
On-Way valve for Cycle Tube	INR 100,000	INR 76,000	INR 103,000											
On-Way valve for Car	INR 450,000	INR 475,000	INR 453,000											

A callout box points to the 'Year to Date' cell in row 3, column N, with the following text:

- Click in this cell
- We want to calculate sales for each product to date in the year so we need to add up sales for all months. We will use the SUM function for this
- Type SUM(B3:M3)
- It will add up sales for all months

## Reading Material

### Accessing Learning Content

- 1) Each student will get login access to our LM system
- 2) Student can read through or download the content to go through at their own pace
- 3) Student can then practice and learn real time on the Hands On platform

## Duration of the Course

This is an online course of duration **90 hrs** with the following breakup:

- Learning Content Level 1 **15 hrs**
- Learning Content Level 2 **15 hrs**
- Learning Content Level 3 **15 hrs**
- MaGE Hands on Platform and Assignments **45 hrs**

## Certification

Students will get the following certifications after completing this course:

- MaGE Certification on Advanced MS Excel