



## **CERTIFICATION IN ADVANCE EXCEL**

Master's in Advance Excel skills & and take your career to the next level!



## WHO CAN JOIN THE COURSE?

---

- Students and Graduates – who want to boost their job prospects like accounting, finance, HR, marketing, data analysis, or operations.
- Those students are applying for data-heavy roles like MIS Executive, Business Analyst, or Financial Analyst.
- who want to manage data, finances, or more effectively.

## GIMPLES OF OUR SUCCESSFUL TRANSITIONS

---



Reviews 4.6 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.8 ★★★★★



Reviews

4.9 ★★★★★





**Duration- 4 Weeks**

## **PROGRAM CURRICULUM-I**

---

### **Advance Excel**

#### **Using Basic Functions**

- Using Functions – Sum, Average, Max,Min, Count, Counta

#### **Mathematical Functions**

- SumIf, SumIfs CountIf, CountIfs Averagelf, Averagelfs

#### **Protecting Excel**

- File Level Protection Workbook, Worksheet Protection

#### **Sorting and Filtering**

- Filtering on Text, Numbers & Colors Sorting Options

#### **Lookup Functions**

- Vlookup / HLookup Index and Match

#### **Data Validation**

- Number, Date & Time

### Validation

- Text and List Validation
- Custom validations based on formula for a cell
- Dynamic Dropdown List Creation using Data
- Validation – Dependency List
- **Working with Reports**
- Creating subtotals
- ~ Multiple-level subtotals
- ~ Creating Pivot tables
- ~ Formatting and customizing **Pivot tables**
- ~ Using advanced options of Pivot tables
- ~ Pivot charts
- ~ Consolidating data from multiple sheets and files using Pivot tables Show Value As ( % of Row, % of Column, Pivot



**Duration- 4 Weeks**

## **PROGRAM CURRICULUM-II**

---

- Running Total, Compare with Specific Field)
- ~ Viewing Subtotal under

### **Charts and Slicers**

- Various Charts i.e. Bar Charts / Pie Charts / Line Charts
- Using SLICERS, Filter data with Slicers
- Manage Primary and Secondary Axis

### **EXCEL DASHBOARD**

- Planning a Dashboard
- Adding Tables and Charts to Dashboard
- Adding Dynamic Contents to Dashboard

### **Study Material**

- Advance Excel Study Material will be provided
- Training on Latest version of excel

- Online Help & Support with Our Certified Trainers

### **Certification**

- After evaluating to Students finally
- we Provides e-Verify Certificate

### **Placement**

- Placement Opportunity also be will provided

# ZENUS CAREER SERVICES



## Career-oriented Session

Attend 10+ career-oriented session by industry mentors and prepare your career trajectory



## Profile Building

Advance Excel resume and LinkedIn profile to make an impression on top employers



## Dedicated Job Portal Access

Get exclusive access to 20+\* job posting per month on Zenus's job portal



## Mock Interview Preparation

prepare with mock interviews including most asked question by top employers



## 1:1 Mentoring Session

Get 1:1 guidance at every step in your career transition to Advance Excel



## Placement Assistance

Placement opportunities are provided once the learner is moved to the placement pool upon clearing Placement Readiness Test(PRT)\*\*

## NO. 1 AWARD WINNING TRAINING COMPANY



Awarded By Ex-Indian Cricketer  
Chetan Sharma Sir



Awarded By Ex-Indian Cricketer  
Sandip Patil Sir

## VISIT US



Zenus Infotech India Pvt. Ltd.



S-11, Gate-1, Avas Vikas , Opposit BSNL  
Telephone Exchange, Roorkee



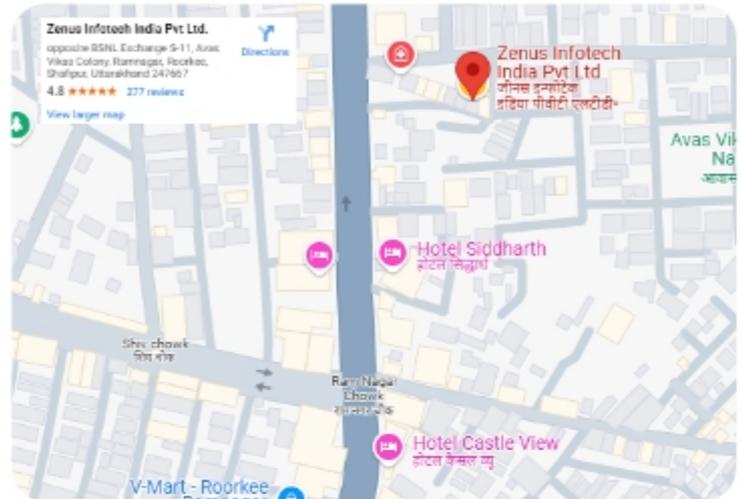
+91- 8218088730



info@zenusinfotech.in



www.zenusinfotech.in



## STUDENT TESTIMONIALS

**Shivant Tyagi**

★★★★★



Our experience with ZENUS INFOTECH has been very good. its the best company in india for industrial training and placements.

**Abdul Raouf**

★★★★★



Good teches.And Good teacher .Zenus teacher is helping person that solve the asking question .Zenus is a wonderful platform

**Piyush Kumar**

★★★★★



I feel my self with a great weight of knowledge after doing training from Zenus Infotech

**Prabhat Saini**

★★★★★



Extremely nice atmosphere to learn softwares and knowledgeable and helpful faculty with great experience.

**Sumit Pant**

★★★★★



Highly skilled staffs well as good place to work ..the faculties are very good teachers

**Ishant Chauhan**

★★★★★



Highly experienced and project oriented training received with full support from the trainer. Thanks Zenus Infotech

