

Certification Course in Advance Excel by PG Dept. (M.com)

The Certification course contains Advance Excel training sessions covering the following topics:

Topics	No. of Lectures	Weightage (%)
Fundamentals of advance excel <ul style="list-style-type: none">• Format Charts• Chart Design• Richer Data Labels• Leader Lines• New Functions	6	15%
Fundamentals of Data Analysis <ul style="list-style-type: none">• Instant Data Analysis• Sorting Data by Color• Slicers• Flash Fill	5	15%
Powerful Data Analysis-I <ul style="list-style-type: none">• PivotTable Recommendations• Data Model• Power Pivot• External Data Connection• Pivot Table Tools	6	30%
Powerful Data Analysis-II <ul style="list-style-type: none">• Power View• Visualizations• Pie Charts• Additional Features• Power View in Services• Format Reports• Handling Integers• Templates• Inquire• Workbook Analysis• Manage Passwords• File Formats• Discontinued Features	15	40%

Certification Course in Advance Excel by PG Dept. (M.com)

Sr. No	Subject	Cr.	External	Internal	Total
1	Digital Marketing	4	100	50	150
2	Tally with GST	4	150	50	200
3	Advance Excel	4	100	50	150
	Total	15	350	150	500