



Govt. of West Bengal

Office of the Principal

## **Government General Degree College, Nakashipara**

Muragachha, Nadia, Pin – 741154

Phone No.: 03474-268008 web: <https://muragachhagovtcollege.in/> e-mail: [mgnadia2015@gmail.com](mailto:mgnadia2015@gmail.com)

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Ref. No 70(A)-22-23

Date: 20/03/2023

### **NOTICE**

It is hereby notified to all the students of B. A. and B. Sc Programme/General course of Government General Degree College Nakashipara that a certificate course on *Advance Excel Training* will be held from 01-04-2023 to 28-05-2023 in collaboration with RIGHT BRAINS TECHNOLOGY in online platform. You all are advised to follow the course brochure to enrol and participate in the course.

*Officer-in-Charge*  
Govt. General Degree College, Nakashipara  
Muragachha, Nadia

# Government General Degree College, Muragachha

IN COLLABORATION WITH  
RIGHT BRAINS TECHNOLOGY

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36 Hours CERTIFICATE COURSE  
IN  
ADVANCE EXCEL TRAINING  
Academic year 2022-23

## Course Module 1

- 1) THEWORKSHEETSCREEN
- 2) CREATE &CLOSEFILESTABS&GROUPS
- 3) EDITINGDATA
- 4) FORMATINGINEXCEL
- 5) RELATIVEABSOLUTE MIXEDREFERENCE
- 6) SPEAKCELLS
- 7) TEXTTOCOLUMNS
- 8) COPYING&FILLING
- 9) ADVANCEFILL
- 10) VIEWINGWORKSHEETS
- 11) SORT&FILTER
- 12) WORKINGWITHWORKSHEETS

## Course Module2

- 1) LOGICALFUNCTIONS
- 2) IFFUNCTIONSLOGICALFUNCTIONS
- 3) SUMIF&SUMIFS
- 4) ANDORFUNCTIONS
- 5) COUNTCOUNTA
- 6) MINMAXAVERAGE
- 7) CONCATINATE
- 8) UPPERLOWERPROPER SUBSTITUTEREPTTEXTFUNCTION
- 9) FIND&SEARCH EXACT
- 10) TODAYNO

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- 11) WEEKDAYWEEKNUMBERDATEVALUE
- 12) MATH&TRIGONOMETRYFUNCTION
- 13) VLOOKUPWITHEXACTMATCHPRODUCTVALIDATION
- 14) HLOOKUP
- 15) LOOKUP
- 16) VLOOKUPWITHFULLRECORD
- 17) NAMERANGE
- 18) INDEX&MATCH

## Course Module3

- 1) TABLE
- 2) ADVANCETABLE
- 3) SUBTOTAL
- 4) ADVANCEFILTERS
- 5) AUDITINGTOOLS
- 6) DESIGNACOLUMNCHART
- 7) COLUMNCHART
- 8) PIEBARCOLUMNLINECOMBOCHART
- 9) FORMATINGCOLCHART
- 10) SPARKLINECHART
- 11) PIVOTCHART
- 12) PIVOTTABLE1
- 13) PIVOTTABLE2
- 14) PIVOTTABLE3
- 15) PIVOTTABLEGROUPING
- 16) PIVOTWITHSLICER
- 17) PIVOTTABLETIMELINE

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## Course Module4

- 1) CONSOLIDATION
- 2) CONSOLIDATIONFORMATING
- 3) CONDITIONALFORMATING1
- 4) CONDITIONALFORMATING2
- 5) CONDITIONALFORMATING3
- 6) DATAVALIDATION
- 7) DATAVALIDATIONERRORALERT
- 8) DEPENDENTDROP-DOWNLIST
- 9) PROTECTCELLS
- 10) PROTECTANDUNPROTECTSHEET
- 11) PROTECTAFILE
- 12) HYPERLINKTOSHEET
- 13) HYPERLINKTOFILE
- 14) HYPERLINK WEBPAGE
- 15) HYPERLINKTOUPDATE
- 16) PRINTPAGESETUP
- 17) HEADERFOOTER