

Government General Degree College, Muragachha

IN COLLABORATION WITH

RIGHT BRAINS TECHNOLOGY

CERTIFICATE COURSE IN ADVANCE EXCEL TRAINING

DURATION: 36 Hours

Course Module1

- 1) THEWORKSHEETSCREEN
- 2) CREATE &CLOSEFILESTABS&GROUPS
- 3) EDITINGDATA
- 4) FORMATINGINEXCEL
- 5) RELATIVEABSOLUTEMIXEDREFERENCE
- 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) UPPERLOWERPROPERSUBSTITUTEREPTTEXTFUNCTION
- 9) FIND&SEARCHEXACT
- 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



Govt. of West Bengal

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NOTICE

It is hereby notified to all the students of B. A. and B. Sc Programme/General course of Government General Degree College Muragachha that a certificate course on *Advance Excel Training* will be held from 01-03-2020 to 02-05-2020 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 Muragachha
Muragachha Nakshupara Nadia