



Vzone Consultancy, Learning Academy and Staffing Services (VCLASS)

Learn MS EXCEL in 6 hours

A crash course in the world's largest used
Spreadsheet application

COURSE AGENDA

1 Worksheet and Excel Table basics

2 Cell formatting, Count, Average, Sum

3 FORMULAS, FILTERING, SORTING, CONDITIONAL FORMATTING

**4 DATA VALIDATION , GENERATING GRAPHS,
PIVOT TABLES and Charts**



5 USING BUILT IN EXCEL TEMPLATES

6 SHEET REFERENCES, Working with Multiple Excel Files

7 CREATING FINANCIAL STATEMENTS (Bal sheet/ PL, etc.)

8 FUNCTION REFERENCES LIKE VLOOKUP

Features

- 6 hours Training - Modules of 2 hours
- Hands on training
- Customized to suit your needs
- Personalized attention
- Post training support



Examples, Assignments, Case studies which are used in the Industry

Contact VCLASS at 9619055453 for details

Write to: info@vzoneacademy.com

www.vzoneacademy.com