

Excel 365 - Intermediate Level

Duration: 2 Days (9:30 am to 5:00 pm)

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Training Mode: Hybrid (Online & Offline)

Prerequisite:

Participant should be comfortable with creating formulas and using basic functions like SUM, AVERAGE, COUNT.

Session - 1

Macro

Linking and Consolidating Worksheets

Session - 5

Split & Join Data

Session - 2

Group and Summarize Data

Absolute / Relative Reference

ROUND Functions

Session - 6

Text Functions

Cleaning Up Data

Session - 3

Logical Functions

Session - 7

Date & Time Functions

Session - 4

Financial Functions

Session - 8

Lookup Functions

Notes:

It includes Study Material and Certificate.

You are required to bring your laptop.