



ADVANCED EXCEL TRAINING COURSE SYLLABUS

YOUR JOB HUNTING ENDS HERE

Start your career with digital marketing course that gets Your dream

Become EXCEL Certified Professional

It is only skills and not degree that can help you grow. But if you are one of those individuals who believe in getting certified along with skills then we have got you covered. After completion of the training not only will you become an expert in Big Data Science but you will also be a Data Science certified professional.

ONE TRAINING PROGRAM I CERTIFICATION



Industry Recognized INVENTATEQ Certificate



CLASS ROOM TRAINING



CORPORATE TRAINING



ONLINE TRAINING

**GET TRAINING
AND
GET EMPLOYED**

**15,000+
Trainees**

**500+
Batches**

**4.9/5
Ratings**

15,000+ Success Stories

Here is what they say about INVENTATEQ.



I had the best experience with Inventateq, the best training, best instructors. The best part is the interactive session instead of academic courses. The trainers are always open to all the questions and ready to help any time after the sessions. I am getting practical, real-world knowledge.

MUKUTA PEGU



Had a great experience while learning Advanced Excel Course in Inventateq. Trainers were very professional and the way of explaining algorithms was good. During this pandemic the management has well organised the lectures and sessions.

AJAY



Inventateq is the best institute for Advance Excel. The Trainer has helped a lot in getting placement as well as clearing doubts. Even after course completion whenever I have approached regarding any doubt Sir has given complete importance and explained me the stuffs clearly.

KUMAR



Best training institute for learning Data Science. I got best training for digital marketing from inventateq. Trainer thoroughly clear all the doubts and within 2 months he completed the training. Good value for money and time too

SADHIKA PARVEEN

15,000+ Success Stories

Here is what they say about INVENTATEQ.



I did Data Science course from Inventateq it is one of the best institutes in the Bangalore to learn Data Science. Excellent, focused course, very easy to understand.

Surendra Kumar



Good value for money. Trainer highly skilled person in the field - who has the knack of explaining complex topics in the simplest way possible. It helped me to grasp and gain knowledge about various modules incorporated in Data Science field at affordable price.

DIVYA




Instead of saying it as a course, I would say it is a great experience. This special and innovative course has covered all the aspects of Data Science in a very good manner. The way syllabus is defined matches with your busy schedule. It is easy to learn and earn an additional credit for you in person.

ADHARSH




I recently had the opportunity to attend Data Science course. I refer them because they have that unique combination of an in-depth knowledge of their subject and the ability to communicate that in a clear and interesting manner. After completion of the course they have sent me for job interviews also, and now I got placed. Thanks you so much.

SRI RAM




THEORY

+



PRACTICALS




ASSIGNMENTS

+



CERTIFICATION



RESUME PREPARATION

+



ATTEND INTERVIEW

=



YOU GOT THE JOB!

Section One - Make a Start with Excel

- 1 What is a Spreadsheet?
- 2 Excel Rows and Columns
- 3 Enter Text and numbers in a cell
- 4 How to edit text in a cell
- 5 How to centre text and numbers
- 6 Font Formatting excel
- 7 How to change the color of a cell
- 8 How to save your work in excel
- 9 Currency symbols in excel
- 10 How to Merge cells

Section Two - A more complex spreadsheet

- 1 How to use Auto fill in excel
- 2 Adding Simple Addition formula
- 3 The Sum Function in excel
- 4 Copy and Paste
- 5 How to use Paste Special
- 6 How to Multiply in excel
- 7 How to add a comment to a cell

Section Three - Microsoft Excel Charts

- 1 How to Sort data in excel
- 2 Create an excel chart
- 3 Move and Resize your chart
- 4 Charts Styles and Layouts
- 5 Chart Titles and Series Titles
- 6 Chart Layout Panel in Excel
- 7 The Format chart Panel
- 8 Create Pie chart in Excel
- 9 Add Labels to a Pie Chart
- 10 Format Pie chart segments
- 11 Create a 2D line Chart in Excel
- 12 Format your Axis titles
- 13 Predict the future with a Trendline chart
- 14 Sparkline charts

Section Three - Microsoft Excel Charts

- 1 The SUM Function
- 2 How to multiply in excel
- 3 Subtract and Divide
- 4 Combine the Arithmetic Operators
- 5 A Budget Spread Sheet

Section Three - Microsoft Excel Charts

- 1 The Average Function
- 2 The Date Function
- 3 Time Functions in Excel
- 4 A Time table Project
- 5 Financial Projects
- 6 The Student Averages Project

Section Six - Conditional Logic in Excel

- 1 The IF Function
- 2 Conditional Formatting in excel
- 3 CountIF, Count IFS
- 4 SUMIF, SUMIFS

Section Seven - Processing Data in Excel (Advanced Excel)

- 1 Flash Fill
- 2 Data Tables in Excel
- 3 A Second Data Table
- 4 Excel Scenarios
- 5 Goal Seek
- 6 Absolute Cell References
- 7 Named Ranges in Excel
- 8 Create a Custom Name in Excel
- 9 More on Named Ranges
- 10 Excel Pivot Tables
- 11 Pivot Tables, Part Two
- 12 Reference other Worksheets
- 13 The LOOKUP Function
- 14 The VLOOKUP Function in Excel
- 15 Searching with MATCH and INDEX
- 16 Create a Business Invoice, Part One
- 17 Excel Business Invoice, Part Two
- 18 Business Invoice, Part Three

Section Eight - Advanced Excel

- 1 How to Create an Excel Template
- 2 Data Forms in Excel
- 3 Drop Down Lists in Excel
- 4 Add your own Error Messages
- 5 Array Formulas Intermediate Excel
- 6 Frequency Distribution Intermediate Excel
- 7 Hyperlinks in Excel
- 8 Object Linking and Embedding
- 9 Insert Drawing Objects

OUR HIRING PARTNERED COMPANIES LIST



POPULAR COURSES FROM INVENTATEQ

 100% JOB ORIENTED TRAINING COURSES WE PROVIDE		
❖ Digital Marketing (SEO/Social Media/PPC Google Adwords)	❖ BigData Hadoop Course	❖ Machine Learning Certification Training
❖ Best SEO Training	❖ Spark and Scala Course	❖ Block Chain Training Courses
❖ AWS Training	❖ DevOps Training	❖ Artificial Intelligence Courses
❖ Cloud Computing Training	❖ Angularjs and Node JS Training	❖ Tally ERP & GST Accounting classes
❖ Data Science Courses	❖ Weblogic Training	❖ Java course
❖ RPA Training	❖ .NET Technologies	❖ Software Testing Course, Manual Testing, QTP, UFT, Loadrunner
❖ Internet of Things IoT Training	❖ SOA Suite 11g	❖ C C++ Course
❖ Microsoft Azure Training	❖ Oracle DBA Training	❖ Tableau
❖ Data Warehousing - Informatica	❖ Oracle SQL, PLSQL, DBA, D2k, Apps	❖ PHP MYSQL, Python
❖ Selenium Training	❖ ETL Testing Course	❖ Human Resources Classes
❖ IBM Cognos 10 BI & Cognos TM1	❖ PPC Training Institute	❖ Microstartegy Course
❖ Qlikview (Deisgner, Developer, Publisher, Server)	❖ Autodesk Revit Training	❖ Cisco CCNA Networking
❖ IBM Websphere	❖ Autodesk CAD 2d and 3d Course	❖ SAS Training
❖ Learn ODI 11g	❖ Catia Training	❖ Softskill Courses
❖ Python Training	❖ Wiring Harness Training	❖ ITIL Certificate Training
❖ Abinitio Classes	❖ Content Writing Training	❖ SAP Courses
❖ Web Designing Course	❖ Siebel CRM Courses	❖ OBIEE
❖ Data Stage Classes	❖ Clear Case Training	

6 CENTERS AND COUNTING

BTM LAYOUT

#687, 1st Floor, 29th Main, 3rd Cross, Coming from Silkboard, take left at AXA company signal, opp to OI Play school, Bangalore, Karnataka.

Call us : 080 - 42108236

Mail Us: inventateq.btm@gmail.com

MARATHALLI

No.43, 3rd Floor, Marathahalli, from Old Brand Factory towards Old Airport, Next to Axis Bank, Bangalore, Karnataka Call

us: 080 - 42024661

Mail Us: inventateqq.marathahalli@gmail.com

JAYA NAGAR

No. 16, 2nd Floor, 11th Main Road, Jayanagar 4th 'T' Block, Next to Jayanagar Head Post-office, Bangalore – 41.

Call us: 080 - 41502315

Mail Us:

inventateq.jayanagar1@gmail.com

RAJAJI NAGAR

No. 18, 2nd Floor, Mahakavi Kuvempu Rd, near Navrang Theatre Road, Opposite to Nethradhama Hospital MKK Road, 1st Block, Rajajinagar, Bengaluru, KA-560010. Call us 080 - 41713019

Mail Us:

inventateq.rajajinagar@gmail.com

KALYAN NAGAR

No. 509, 4th Main, Kammanahalli Main Rd, HRBR Layout 3rd Block, HRBR Layout, Kalyan Nagar, Bengaluru, Karnataka 560043 Near McDonald's, Opposite to Petrol Bank and Aptech Bangalore, Karnataka 560043.

Call us +91-6366644707

Mail Us: inventateq.kalyannagar@gmail.com

CHENNAI

Velachery main road, No 2, 11th Main Road, G1 Es El En Manasarover, Vijaya nagar Opposite to Grand Mall, Near Chennai Silks, Next to Venkateswara Super Market, VELACHERY, Chennai, Tamilnadu-600042

Call us +91-9840021877 | 044-43324939

Mail Us: inventateq.chennai@gmail.com

IT IS TIME YOU GET STARTED



www.inventateq.com

info@inventateq.com



76-76-76-5421



Evening, Weekend,
Sunday Batches