



**EDUCARE**  
INTERNATIONAL INSTITUTE  
FOR HIGHER EDUCATION

# Microsoft Excel

## About Educare

The Educare is established to advance the career aspirations of individuals and working professionals. Educare claims to play a role of a valuable learning partner of our students through structured learning pathways ( Degree,PGD,Diploma and Professional Qualifications) made by the unique combination of practical and industry knowledge integrated with general management skills. Educare is dedicated to cater the educational needs of the individuals and working professionals to enhance the career opportunities in the global market.



## Why Microsoft Excel?

You will enhance your knowledge on most popular spread sheets tool on the market, Microsoft Excel. The practice of each level you will master Excel tools that will clear away the pain of stumbling through your daily tasks. You will start with the basics and build a solid foundation that will give you further knowledge as you progress in to intermediate and advanced level topics.

At the end of the course you will mastered the most popular Excel tools and come out with confidence to complete any Excel tasks with efficiency.

## Who is this course for?

If you are looking to take your excel skills from beginner to advanced level and beyond, then this course is for you.

## What you'll learn:

- Master Microsoft Excel from Beginner to Advanced level
- Build a solid understanding on the basics of Microsoft Excel.
- Learn the most common Excel functions used in the office.
- Harness the full power of MS Excel by automating your day to day tasks through Macros and VBA.
- Maintain large sets of Excel data in a list or table.
- Create dynamic reports by mastering one of the most popular tools and Oivot tables.
- Unlocking dynamic formulas with IF, VLOOKUP, INDEX, MATCH functions etc.