



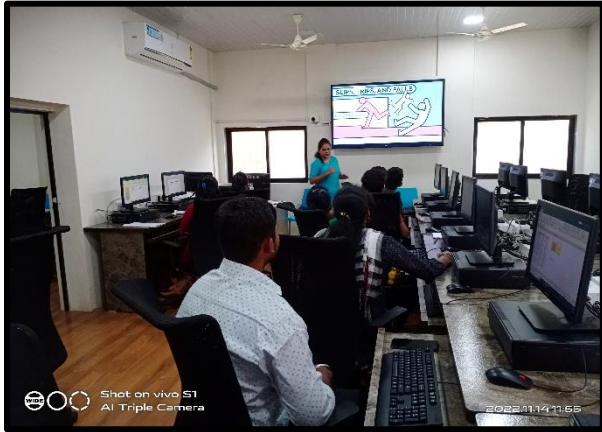
**KLiC Advanced Excel Duration
:120 hours (2 month)**

Excel skills are as important as the subject knowledge. Those who know Excel can find a better paying job. An Excel Expert collects, edits, analyses data, creates data bases and reports. The conclusions made by the data expert are helpful for organizations to forecast the business speculations



COURSE OBJECTIVES &CONTENT	ELIGIBILITY
To enable students to gain advanced level skills in Excel and to gain CPD Accredited Certification in Advanced Excel in order to build career profiles. What is the content of advance Excel course?	<ul style="list-style-type: none"> • Learner should preferably a std. 10th Pass student (Not Compulsory) • It is desirable that Learner should have done MS-CIT Course (Not Compulsory)
WHAT YOU'LL LEARN?	CERTIFICATION
After completion of the course, you can get a suitable position in any organization as an Accounts Assistant,	<ul style="list-style-type: none"> • MKCL provides certificate to the KLiC learner after his/her successful course completion.

<p>Finance Analyst, Retail Store Manager and Data Analyst in any organization.</p> <ul style="list-style-type: none"> • Learn the Data Analysis. • Learn how to import & consolidate the data. • Learn the Sort & Advance Filter Options. • Learn about Charts & Tables. • Learn the use of Pivot Tables & Charts. • Learn how to create Dashboards. • Learn about Form Controls. • Learn the VBA & Macros. 	<p>SYLLABUS</p> <p>The syllabus covers the following skills:</p> <ul style="list-style-type: none"> • Apply custom formats and layouts • Create advanced formulas • Use of Scenario • Pivot tables and charts • Manage and share workbooks. <p>PLACEMENT SUPPORT</p> <ul style="list-style-type: none"> • Campus interview, job fair, placement assistant, etc.
<p>REGISTER ONLINE</p> <p>Learner can choose any of the following option:</p> <ul style="list-style-type: none"> • Online Registration: Learner needs to visit www.mkcl.org/join and make an online payment for admission confirmation. Kindly refer online admission process guidelines for more details. • Register at Center: Learner can contact preferable MKCL's Authorized learning center and coordinate with them for registration process 	<p>OTHERS</p> <ol style="list-style-type: none"> 1. Soft skill lecture 2. Conduct unit test exam & practical exam 3. Student center activities. 4. English speaking training.



PPT Presentation



**Personal Protective
Equipment**



Practical lab