

Online course Presentation

Presented by -

ROHAN KATARIA

ROLL NO -0066

MBA RM -08

Microsoft Excel – from Beginner to Advanced

Course by [UDEMY.com](https://www.udemy.com)

Course description



- ✓ **Microsoft Excel is a powerful tool essential for managing and presenting data in today's working environment.**
- ✓ **Course - by UDEMY and it is a 17.5 hours course**
- ✓ **Course – Beginner to advanced level**

Objectives –

- ✓ **Master Microsoft excel from beginner to advanced**
- ✓ **Build a solid understanding of basics of Microsoft excel**
- ✓ **Indicate the names and functions of the Excel interface components.**
- ✓ **Enter and edit data.**
- ✓ **Format data and cells.**
- ✓ **Construct formulas, including the use of built-in functions, and relative and absolute references.**
- ✓ **Create and modify charts.**
- ✓ **Preview and print worksheets.**

Course contents

- 
- A large, light green watermark of the Microsoft Excel logo is centered in the background of the slide. It features the word 'Excel' in its characteristic serif font, with a green 'X' icon integrated into the letter 'E'.
- ✓ Course Introduction
 - ✓ Excel fundamentals
 - ✓ Entering and editing text and formulas
 - ✓ Working with basic excel functions
 - ✓ Modifying an excel worksheet

✓ Formatting data in an excel sheet.

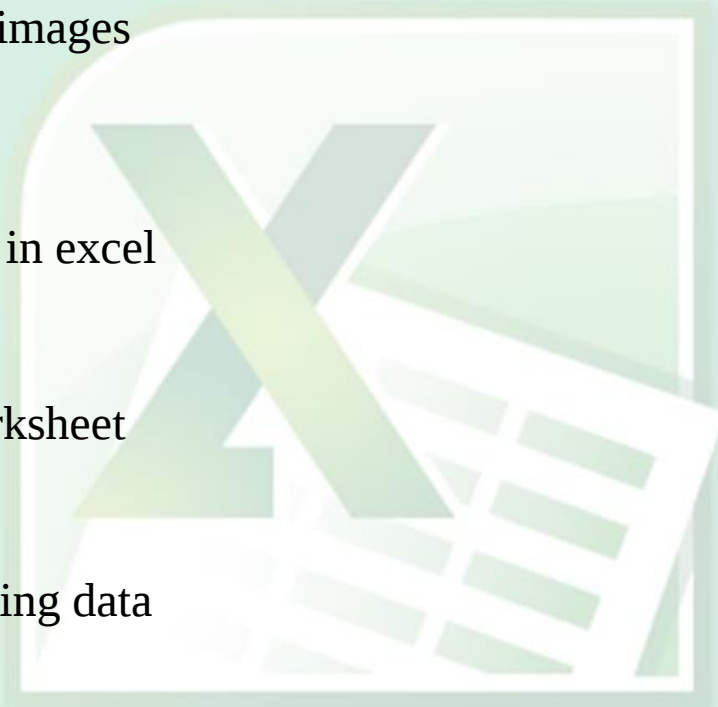
✓ Inserting shapes and images

✓ Creating basic charts in excel

✓ Printing an excel worksheet

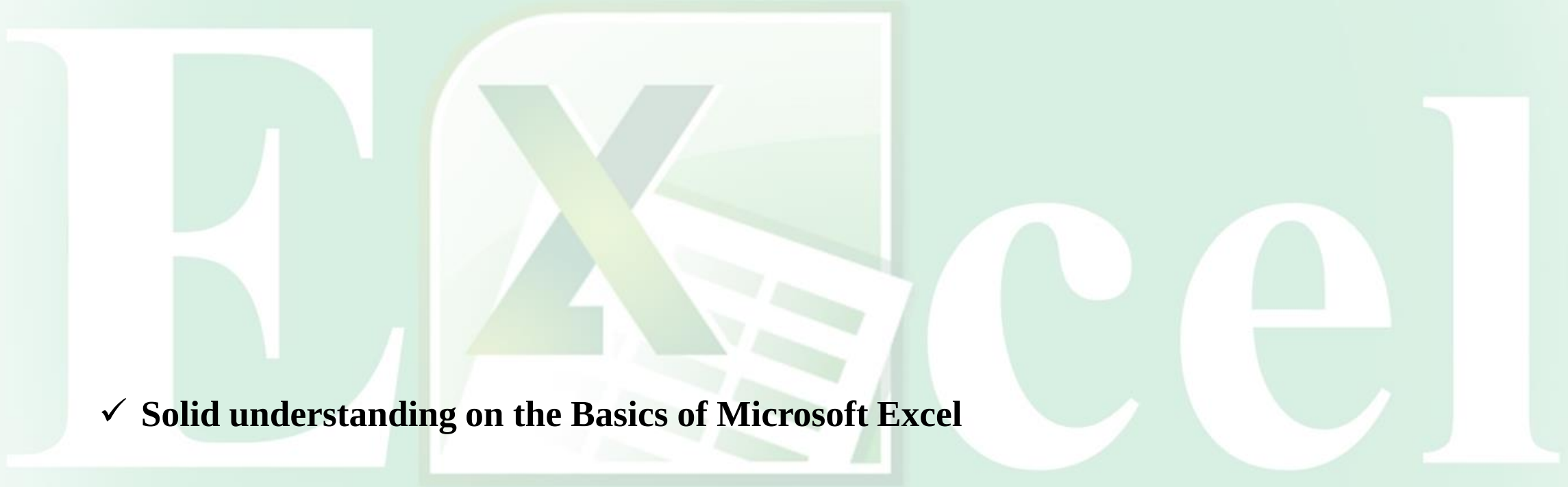
✓ Importing and exporting data

✓ Working with larger sets of excel data



Excel

Key learning from the course



- ✓ **Solid understanding on the Basics of Microsoft Excel**
- ✓ **Visualize, manipulate, and evaluate the data.**
- ✓ **Learnt the most common Excel functions used in the Office**

Excel

The Excel logo is positioned behind the word 'Excel'. It features a green square with a white 'X' and a white document icon with a pencil, all partially obscured by a large, semi-transparent green 'X' that spans across the logo and the word 'Excel'.

Thank you