



## Training Program

# Microsoft Advance Excel Certification Training



**1.2 Million**  
Learners



**1-1 Personalized**  
Mentorship



**60% Average**  
Salary Hike

# About Program



## Learning Format

Online / Offline



## Trainer

Industry Professionals



## Career Services

By Croma Campus

Our course content has been specifically designed to turn you into a skilled professional in this industry. As a part of your certification training, you will receive enough study material and recorded video sessions that will help you cover all the latest trends and features in this course. The training session will comprise important sections, features, advantages, and scope of the technology in the coming years. Moreover, our qualified trainers will help you imbibe all the required skills, and information in a much better manner to help you in you becoming an expert in this technology. Post the completion of your course, you will receive a training certificate recognized world-wide.

## What Make Us **Tick**



### Career-oriented Sessions

Attend 25+ career-oriented sessions by industry mentors and prepare your career trajectory



### Mock Interview Preparation

Prepare with mock interviews including most asked questions by top employers



### Dedicated Job Portal Access

Get exclusive access to 100s of job postings per month on Croma Campus Intellipaat's job portal



### Profile Building

Craft a resume and LinkedIn profile and make an impression on top employers



### 1:1 Mentoring Sessions

Get 1:1 guidance at every step in your career transition to respective Technology



### Guaranteed interviews

Get job interviews with 400+ hiring partners including promising startups and top MNCs

# Advanced MS Excel Curriculum

## ✔ Presenting and Managing Data in Excel

- Basic Understanding Menu and Toolbar
- Introduction to different category of functions
- Creation of Excel Sheet Data
- Range Name, Format Painter
- Conditional Formatting, Wrap Text, Merge & Centre
- Sort, Filter, Advance Filter
- Different type of Chart Creations
- Auditing, (Trace Precedents, Trace Dependents) Print Area
- Data Validations, Consolidate, Subtotal
- What if Analysis (Data Table, Goal Seek, Scenario)
- Solver, Freeze Panes
- Various Simple Functions in Excel (Sum, Average, Max, Min)
- Real Life Assignment work

*Advanced Excel Concepts 2016/2019*

## ✔ Manage Workbook Options and Settings

- Manage workbook
  - Save a workbook as a template,
  - copy macros between workbooks,
  - reference data in another workbook,
  - reference data by using structured references,
  - enable macros in a workbook,
  - display hidden ribbon tabs
- Manage workbook review
  - Restrict editing,
  - protect a worksheet
  - configure formula calculation options
  - protect workbook structure
  - manage workbook versions
  - encrypt a workbook with a password

## ✔ Apply custom data formats and layouts

- Apply custom data formats and validation
  - Create custom number formats
  - populate cells by using advanced Fill Series options
  - configure data validation

- Apply advanced conditional formatting and filtering
  - Create custom conditional formatting rules
  - create conditional formatting rules that use formulas
  - manage conditional formatting rules
- Create and modify custom workbook elements
  - Create custom color formats,
  - create and modify cell styles,
  - create and modify custom themes,
  - create and modify simple macros
  - insert and configure form controls
- Prepare a workbook for internationalization
  - Display data in multiple international formats
  - apply international currency formats,
  - manage multiple options for Body and Heading fonts

## **Create Advanced Formulas**

- Apply functions in formulas
  - Perform logical operations by using AND, OR, and NOT functions;
  - perform logical operations by using nested functions
  - perform statistical operations by using SUMIFS, AVERAGEIFS, COUNTIFS functions
- Look up data by using functions
  - Look up data by using the VLOOKUP function,
  - look up data by using the HLOOKUP function,
  - look up data by using the MATCH function,
  - look up data by using the INDEX function
- Apply advanced date and time functions
  - Reference the date and time by using the NOW and TODAY functions,
  - serialize numbers by using date and time functions
- Perform data analysis and business intelligence
  - Reference the date and time by using the NOW and TODAY functions
  - import, transform, combine, display, and connect to data
  - consolidate data
  - perform what-if analysis by using Goal Seek and Scenario Manager
  - use cube functions to get data out of the Excel data model
  - calculate data by using financial functions

- Troubleshoot formulas
  - Trace precedence and dependence
  - monitor cells and formulas by using the Watch Window
  - validate formulas by using error checking rules,
  - Evaluate formulas
- Define named ranges and objects
  - Name cells,
  - name data ranges,
  - name tables,
  - manage named ranges and objects

## ✓ Create Advanced Charts and Tables

- Create advanced charts
  - Add trendlines to charts,
  - create dual-axis charts,
  - save a chart as a template
- Create and manage PivotTables
  - Create PivotTables,
  - modify field selections and options,
  - create slicers,
  - group PivotTable data,
  - reference data in a PivotTable by using the GETPIVOTDATA function,
  - add calculated fields,
  - format data
- Create and manage PivotCharts
  - Create PivotCharts,
  - manipulate options in existing PivotCharts,
  - apply styles to PivotCharts,
  - drill down into PivotChart details

## ✓ MIS Reporting and Dashboards

- Dashboard Background
- Dashboard Elements
- Interactive Dashboards
- Type of Reporting in India
- Reporting Analyst
- Indian Print Media Reporting
- Audit Report
- Accounting MIS Reports

- MIS Report Preparation Supplier, Exporter
- Data Analysis
- Costing Budgeting Mis Reporting
- MIS Reporting for Manufacturing Company
- MIS Reporting for Store and Billing
- Product Performance Report
- Member Performance Report
- Customer-Wise Sales Report
- Collections Report
- Channel Stock Report
- Prospect Analysis Report
- Calling Reports
- Expenses Report
- Stock Controller MIS Reporting
- Inventory Statement
- Payroll Report
- Salary Slip
- Loan Assumption Sheet
- Invoice Creation

## **Placement Guide**

- Tips to clear an Interview
- Common Interview questions and answers
- Advance Excel Interview Questions and Answers
- Resume Building Guide
- Career roadmap and certifications
- Attempt for “MS 77: 728” Global Certification Exam
- Start applying for Jobs

# e-Learning through LMS

## Learning Management System

Our LMS (LearnPitch) is for the administration, documentation, tracking, reporting, automation, and delivery of educational courses, training programs, or learning and development programs.

Our LMS has been designed to identify training and learning gaps, using analytical data and reporting to keep you up with the class activities.

## Key Features Learning Management System



Live Sessions with Class recordings



Get study material with Assignments.



Track your curriculum covered.



Track your class wise attendance



Share your feedback for Trainer & Training



Get your Training Certificate from LMS





# Training Certification

## Earn Your Certificate

Your certificate and skills are vital to the extent of jump-starting your career and giving you a chance to compete in a global space.





# Croma Campus! Reviews



"The most rewarding part of my experience has been achieving a prestigious certification in the subject that I love. Moreover, the training offered out by the specialists are of world-class and prepares out the students for corporate world. For me Croma Campus means a lot."

*"By The  
Students  
For The  
Students,,*

## Your Success Is **Our Story**



**Bharat**

“ I am fully satisfied with the excellent training services received by the expert staff at Croma Campus. I want to thank Croma Campus for providing me with the most innovative and affordable training services for learning all the software testing procedures and guidelines. ”



**Ankit**

“ It was a lifetime experience for me to get trained by IT Experts of Croma Campus. What I liked most about the training was the consistent high-quality education, which was friendly and co-active. The placement department was also proactive, they keep me updated regarding new job opportunities and provide the grooming session to crack the interview. At last, I would like to thank all faculty members of Croma Campus for their immense help and support. ”



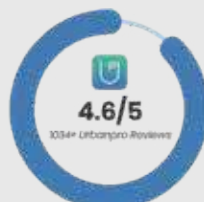
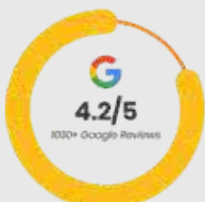
**Nitesh**

“ Without any second thought, I will give Croma Campus 10/10. Their placement department is highly proactive. I remember they started scheduling interviews for me from the very next day when I told them my course has been completed. These people are doing a phenomenal job and I highly recommend Croma Campus to everyone. ”



**Shams Khan**

“ Croma Campus is doing a phenomenal job in the IT training industry. The reason why I decided to join their training program was that they provide quality training at very a nominal price. Plus, the online training mode was also a factor due to which I decided to join the training program of Croma Campus as I didn't want to attend physical classes. ”



# Meet Our Team



## Sales Team

Our Sales team is highly passionate, emphatic, positive attitude, great listening skills, ability to deliver quick solutions, and they are multitasker too. Our team always remains up-to-date about all the latest technologies and market trends. With effective communication skills, they always work to deliver the right information to customers when it is needed.



## Product Team

Our product team is highly functional and collaborative working together to achieve the common outcome of designing exceptional digital experiences. Each of our members is a contributor to help us achieve success in long-run. Sitting at the high-end of technology and innovation, team helps to deliver high-end customer experiences and always comes out with a big idea as a game-changing plan.



## Marketing Team

Our Marketing team works as gladiators and helps us to achieve business success in all possible ways. They are included in almost everything either it is building a brand, creating brand awareness, promoting products or services, delivering trailblazing customer experiences or increasing engagement at public forums. They are the true backbone of the Company.



## Content Team

Our content team is responsible for ideation, creation, optimization, and distribution of content throughout the company. The team always starts its work with a strategy, how to create high-quality contents, and how to promote or share the content. Our in-house content team help us to produce all types of contents either they are educational content pieces, marketing content, SEO content, or any other forms too.



## Customer Access Team

This is the team that has actually been taken up us from reactive state to a pro-active state. The team utilizes high-valued solutions to satisfy customers in all possible ways. It is truly said that no company can succeed if your customers are not satisfied. And our customer success team is dedicatedly working to keep all the customers satisfied and we always consider our customer feedback on priority.



## HR Team

Our HR team is committed to provide high-end solutions to employees as they require. Our HR team has the right skills and knowledge to make sure that the HR department can always be legally and strategically successful. They know how to keep employees motivated all the time with the best HR policies and fun activities too from time to time.





# Glimpse Of Our Office

## Look Who We are

Our office's infrastructure comprises all the necessary software and network resources that are required to deliver IT & Design, Human Resources, Digital Marketing, and training services.

We are well-equipped with bright designed work bays for employees and managers having separate cabins with spacious cafeteria and training classrooms.



# About Croma Campus

“ Our Mission is to Build Nation through Education & Beyond Limitation. ”

Croma Campus Training & Development Private Limited is an education platform providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty, industry & Infrastructure. In the past 12 years we have trained 18000+ candidates and out of which we are able to place 12000+ professionals in various industries successfully.

We Are  
Affiliated  
With Different  
Partners



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**REACH US:**

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