



Advance Microsoft Excel Training Curriculum

Prepare for Exam 77-728 | Interpret Data for Insights | MIS Reporting & Dashboard

STRUCTURE



Advanced Microsoft Excel Training Curriculum

“Prepare for Certification Exam 77-728: Excel 2016 Expert: Interpreting Data for Insights and learn MIS Reporting and Dashboard Basics.”

About Croma Campus:

Croma Campus Training & Development Private Limited is an education platform since 2010 providing rigorous industry-relevant programs designed and delivered in collaboration with world-class faculty and industry.

- Hands-On Live Projects
- Simulation Test Papers
- Industry Cases Studies
- 61,640+ Satisfied Learners
- 140+ Training Courses
- 100% Certification Passing Rate
- Live Instructor Classroom / Online Training
- 100% Placement Assistance

Course Objectives:

- Gain advanced understanding of the Excel environment and have the ability to guide others to the proper use of the program’s features.
- Learn to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations.
- Learn to customize Excel environments to meet project needs and to enhance the productivity
- Become an expert in managing custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

Course Description:

In this course, you will gain advanced understanding of the Excel environment and have the ability to guide others to the proper use of the program’s features. You will learn to create, manage, and distribute professional spreadsheets for a variety of specialized purposes and situations. You will learn to customize Excel environments to meet project needs and to enhance the productivity. Become an expert in managing custom business templates, multiple-axis financial charts, amortization tables, and inventory schedules.

Further, you will learn about MIS Reporting and Dashboards, VBA Macros. On the completion of the course, you will be ready to attempt for the Microsoft certification exam, “*Exam 77-728: Excel 2016 Expert: Interpreting Data for Insights*” and gain Microsoft Excel Specialist credentials.

Croma Campus Training Program Deliverables:

- **Session Recordings** - Original Class Room Voice & Video Recording
- **Training Material** - Soft Copy Handbooks
- **Assignments** | 25+ Hands-on Exercises

- **Test Papers** - We provide **Practice Test** as part of our course to help you prepare for the actual certification exam.
- **Live Case Studies**
- **Live Projects** - Hands-on exercises and Project work. You will work on real time industry-oriented projects and assignments for each module to practice.
- **Key focus on Hands-on exercises and Project work.** You will work on real time industry-oriented projects.
- Faculty with more than **10+ Years of Experience** in the Industry.
- **Technical Resume Designing & Job Assistance:** With more than 100+ Clients across the Globe and we help learners to get a good job in their respective field. We also help learners with resume preparation.
- **Interview Q&A**
- **About Croma Campus Training Certificate:** Croma Campus will provide you with an industry-recognized (Certified by **ISO 9001:2015 & E-Cell IIT Jodhpur**) course completion certificate which has lifelong validity.
- **How I Unlock my Croma Campus Certificate:** Attend Complete Batch & Submit at least One Completed Project.

Certification Details:

- Certification Name – Exam 77-728: Excel 2016 Expert: Interpreting Data for Insights
- Exam Cost: USD 100.00
- Technology: Microsoft Office 2016
- Validity: 2 years

Certification Exam Structure:

- Manage workbook options and settings (10-15%)
- Apply custom data formats and layouts (20-25%)
- Create advanced formulas (35-40%)
- Create advanced charts and tables (25-30%)

Course Highlights:

- Module 1: Presenting and Managing Data in Excel
- Module 2: Manage workbooks and options
- Module 3: Apply custom data formats and layouts
- Module 4: Create Advanced formulas
- Module 5: Create Advanced Charts and Tables
- Module 6: Mis reporting and Dashboard Concepts
- Module 7: Advanced Excel Placement Guide

Course Content:

Basic Excel Concepts 2016/2019

Module 1: 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

Module 2: 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

Module 3: 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

Module 4: 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

Module 5: 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

Module 6: 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
- HR 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

Module 7: 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