



Centre for Professional Development  
**Sri Guru Gobind Singh College of Commerce**



(University of Delhi)  
in collaboration with  
**Weekendr**

# EXCEL (BASIC + ADVANCED)

**Instructor led LIVE ONLINE COURSE**

**Mon-Wed-Fri Batch, 30 hours, 15 sessions**

**13 Class Sessions - 4th Oct to 1st Nov 2021**

**02 Project Sessions\* - 8th & 10th Nov 2021**

**Mon, Wed & Fri: 4pm to 6pm**

**Live Classes on Zoom Platform**

**Fee: Rs 3,700\***

**To Register, click [here](#)**

**Syllabus: [bit.ly/2XZnmd5](https://bit.ly/2XZnmd5)**

**\* Do 2 Projects based on Real World Data, add to your CV**

## **Learning Outcomes**

Navigate Excel Basic Features, Modify the Appearance of Data, Understand various Formula & Functions, Principle of Data Organization, Data Consolidation and Outline, Data Analysis Tools, Visualization Techniques, Prepare Dashboard and Reporting, Task Automation through Macro & VBA

For queries, contact  
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Coordinator : Dr. Rekha Sharma

**\* First 5 enrolled participants  
to get Rs 200 cashback**

**\*Fee Payment details will be  
shared after registration**