PRIMAX FOUNDATION — Attitude • Skill • Knowledge

IN ASSOCIATION WITH

EDU-SKILL HARVEST INSTITUTE — CORPORATE TRAINING - SOFT SKILLS | WELLNESS PROGRAMS

Date : 17/04/2020 (Friday)
Time : 10.00 AM to 4.30 PM
Seats : 80 Participants (First Come First Serve)
Online App: Zoom Cloud Meeting

ADVANCE EXCEL SKILLS ONLINE TRAINING...

Objective...

Excel is the spreadsheet application in the Microsoft office suite. This Training programme will show you how to use the powerful tools in Excel for organizing, Visualizing and calculating your data.

About Primax ...

Primax Foundation^R was established in 2015 and it was registered under the Karnataka Societies Reg. Act 1960 (Reg. No JNR-211-2015-16) Primax Foundation is established with towering ideals of imparting quality and non-profitable services to the society through Journals, Seminars, Workshops, Educational Training & Skill Development, Study Circles, Counseling & Rehabilitation, Initiating Research Activities etc., for total personality development in the society.

"Happiness Comes from giving Happiness…."

Time: 10.00 AM to 1.00 PM

- Home Function
  - Introduction to Excel
  - ✓ Cut
  - ✓ Copy
  - ✓ Paste
  - ✓ Merge and Centre
  - ✓ Wrap Text
  - ✓ Conditional Formatting
  - ✓ Sort and Filter
  - ✓ Find and Replace
- Formulas
  - ✓ Basic Mathematical Functions
  - ✓ Statistical functions
  - ✓ Accounting Functions
  - ✓ Financial Functions

Time: 2.PM to 4.30 PM

- Insert Function
  - ✓ Pivot table
  - ✓ Pivot Chart
  - ✓ Graphs and Charts
  - ✓ Header and Footer
- Page layout
  - ✓ Page Margins
  - ✓ Page layout
  - ✓ Page Setup
  - ✓ Print Area
- V lookup
- H lookup
- Goal seek analysis

Pre-requisites: Having desktop / Laptop to join the webinar.
Zoom app download link:
https://zoom.us/support/download
Resource Person: Mr. Dharmendra. H & Mr. Narappa Reddy. H

FREE ONLINE TRAINING

Registration through "Google Form"

Further Queries.
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