



Excel Course Training & Certification



WHY HB SERVICES ?

HB Education and Consulting Services Private Limited is a leading Training & Certification Company offering Corporate Training Programs and Its Global Certifications. Since its inception in 2010, HB Educational Services have trained and certified more than 10000+ Students and Professionals.

Our Products and Services in the training space includes:

- ✓ Short-term and Long term module-based courses are offered at our authorized training center.
- ✓ Customized and intensive training program in cutting-edge technologies and induction boot camp for Corporate, Government, and Public sector units.
- ✓ Authorized Pearson VUE testing center for a number of globally recognized certification courses.

Our Valuable College Clients:

- ▶ Patrician College of Arts and Science
- ▶ Kumararani Meena Muthiah College
- ▶ Dr.MGR Janaki College of Arts and Science
- ▶ SKR Engineering College
- ▶ Arignar Anna College
- ▶ Balaji Polytechnic College
- ▶ Tagore College of Arts and Science

Our Valuable Corporate Clients:

- ▶ Nabard Bank
- ▶ Global Analytics India Pvt Ltd
- ▶ India Maritime
- ▶ Samunnati Agro/Finance
- ▶ Jasmin Infotech
- ▶ TCS
- ▶ CWC
- ▶ Vembu Technologies
- ▶ Tata Communications
- ▶ TVS Credit Services
- ▶ Ovato Technologies
- ▶ Siemens
- ▶ CLRI
- ▶ Cognizant
- ▶ Williams Lea
- ▶ Bank of America
- ▶ Kumaran Infotech
- ▶ Alcatel Lucent
- ▶ CMA CGM
- ▶ And Many More



WHAT IS EXCEL?

Microsoft developed Excel in the year 1985, is a spreadsheet programme. Its sole purpose is to help businesses compile all their financial data, yearly credit, and yearly debit sheets. Nowadays excel has become the most commonly used program by all users of windows, mac, android and IOS.

EXCEL TRAINING OVERVIEW

Based on the user level, Excel Training can be categorised in Three levels. Basic, Intermediate and Advanced.

BASIC EXCEL

Basic Excel Course is designed for those who desire to gain the necessary skills to create edit, format, and print basic Microsoft Office Excel worksheets.

INTERMEDIATE EXCEL

Intermediate Excel course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using Pivot Tables and PivotCharts for analyzing data, and customizing workbooks

ADVANCED EXCEL

In Advanced Excel course, you will learn powerful skills with Excel that let you automate tasks using macros, do advanced analysis of data and collaborate and share data with others, developing and applying macros using Procedures and Functions, Using Objects, Controlling Program Flow, Utilizing Variables and Expressions, Debugging the code, Handling Errors and Employing Forms and Controls



ELIGIBILITY:

This course is designed for those who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 worksheets. Should be familiar with using personal computers and should have used the mouse and keyboard

CONTENT COVERED:

Creating a Basic Excel Worksheet, Performing Calculations in an Excel Worksheet, Modifying an Excel Worksheet, Formatting an Excel Worksheet, Printing Excel Workbooks, Managing an Excel Workbook, Creating and Editing Formulae, Formatting and Proofing, Formulae Auditing, Worksheet Management & Linking, Creating a Basic Excel Worksheet, Modifying an Excel Worksheet, Formatting an Excel Worksheet, Printing Excel Workbooks

JOB OPPORTUNITIES:

MIS Executive, MIS Coordinator, Back Office Executive

SALARY RANGE:

1.2LPA to 2LPA



HB Education earns the reputation of being a pioneer in IT Training and Certification in Chennai. We provide various IT Training Programs and Global Certifications to Students, Freshers and Techies. All our courses are designed as per the Industry needs. For about 10+ years, we have been regularly servicing TCS, Cognizant, Jasmin Infotech Employees for upskilling and helping them in achieving Global Certification for their Appraisal.

Get More Information from our Counsellors

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