



**MILESTONE**  
INSTITUTE OF TECHNOLOGY



**31000+**

Enrolled Students

**10000+**

Placed Students

**150+**

Company Tie-ups

**100+**

Job Oriented Courses

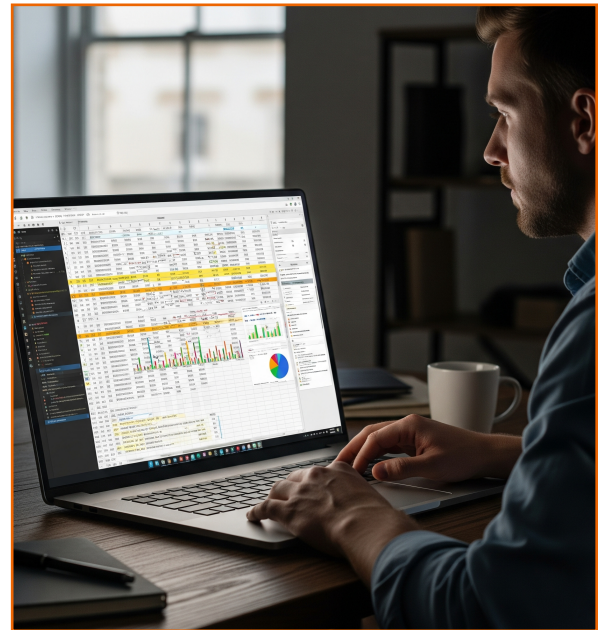
Build Strong Career Skills with  
**Advanced Excel**

# Grow Your Career Opportunities with **Advance Excel**

Master Advanced Excel and become a data analysis and reporting expert by learning to work with advanced formulas, pivot tables, dashboards, and automation tools. Build strong foundations in data management, visualization, and optimization with real world projects. Gain in demand skills with our Advanced Excel course to excel in business analytics and data driven roles. Enroll now and start your journey toward a successful career in data management and reporting.

## Overview

This Advanced Excel course equips you with essential skills for managing, analyzing, and presenting data effectively. You will learn advanced formulas, pivot tables, data visualization, and automation techniques that make reporting faster and more accurate. The course provides hands on experience with real world projects to prepare you for a successful career in analytics, finance, and business decision making.



## Why Choose This Course?

Master Advanced Excel and take your data skills to the next level. You will learn how to handle large datasets, perform advanced analysis, and create professional dashboards that help organizations make smarter decisions. The course is designed with practical projects to help you gain industry ready experience. With these skills, you will be prepared for high demand careers in data analysis, reporting, finance, and business intelligence.



### **100% Placement Assistance Program**

Job placement assistance readiness.



### **Real time projects**

Receive continuous feedback to enhance your learning.



### **Continuous Feedback**

Receive continuous feedback to enhance your learning.

# Grow Your Career Opportunities with Advance Excel

## TRAINING PRICE

Pls Contact For More Information

## COURSE DURATION

15 Day's (Regular / Weekend) 1 & ½ Hour

## ONLINE / OFFLINE

Yes / Yes

## Prerequisites

Basic Computer Skills

## Topics Covered

### Introduction to Excel

- Understanding different ribbons and tabs
- Entering data
- Fonts, formatting, finding replacing values in excel

### Dealing with dates, numbers and filters in excel

- Currency and date format
- Custom formats
- Sorting and applying filters on data
- Sorting data as per need

### Excel Formulae

- Performing different calculations using excel formulae

### Data visualization and reporting using excel

- H – Lookup, V – Lookup, Index, Match and Reference
- Pivot Tables
- Charts
- What-if Analysis
- Intro to Macros

### Advance Excel with AI

#### Advance Excel Project

- HR Data Analytics Dashboard

**Receive the following when attending a course at Milestone :**

- Placement Support
- Course Material

### Exams and Certifications:

- Advance Excel

### Who should attend

- 10th and 12th Student
- Graduate from any stream.

### Targeted Job Roles

- Data Analyst
- MIS Executive
- Business Analyst
- Reporting Specialist
- Financial Analyst
- Excel Trainer



## **REG. OFFICE THANE**

201, Siddhashram CHS, Gokhale Rd, opp. Hanuman Temple, next to Ishan Arcade, Thane (W), 400602  
Contact: +91 9819857244 +91 8454065555 Email: training@milestone.ac.in

## **ANDHERI**

10, Vivina Bldg. No. 3, NADCO Shopping Center, Next to Bus Depot, Andheri (W), Mumbai - 400058.  
Tel : +91 9702123388+91 9322842025  
Email: andheri@milestone.ac.in

## **BORIVALI**

201, 2nd floor, Mudra Society, Chandavarkar Rd, opp. Dattani Trade Centre, behind Byke hotel, Borivali West, Mumbai, Maharashtra 400092.  
Phone: +91 9892694995 | +91 91378 75152  
Email: borivali@milestone.ac.in

## **GHATKOPAR**

201 Rajgor Empire, khot Lane, Opp Bata showroom. Ghatkopar west. Mumbai - 400086  
Phone: +91 8369919983 | +91 8369984022 |  
Email: ghatkopar@milestone.ac.in

## **RATNAGIRI**

309 B wing, Navkar Plaza, Maruti mandir, Ratnagiri, Maharashtra 415612  
Phone: +91 7666464099 | 9029542464  
Email: ratnagiri@milestone.ac.in