

**DEEN DAYAL UPADHYAY KAUSHAL KENDRA (DDU-KK)**  
**DAVV, INDORE**  
(Under UGC Scheme for Skill Development)

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Date: 24 Dec. 2019

A Short Term Course  
**on**  
**ADVANCED EXCEL**  
**from**  
**6 January 2020 (42 Hours)**  
(Monday, Tuesday, Thursday, Friday) per week  
**Time: 2:00 pm to 5:00 pm**  
at  
IT LAB, DDU-KK, 2nd Floor Vigyan Bhawan, DAVV,  
Khandwa Road Campus, Indore

**Objectives**

After completing the workshop, students will be able to:

1	Create a basic worksheet by entering text, values, and formulas.
2	Change the appearance of worksheet data by using a variety of formatting techniques.
3	Create formulas by using some of Excel's built-in functions.
4	Create and copy a formula using relative/absolute references
5	Filter and sort Excel data.
6	Plan, create and modify charts.
7	Prepare a document for printing by using a variety of printing options.
8	Summarize data that meets specific conditions.
9	Link to data in other worksheets and workbooks.
10	Use some of the more complex Excel functions.
11	Protect Workbooks, worksheets, Locking cells
12	Perform Analytics using Pivot tables, What if analysis

**Note:** Students are expected to complete all hands-on exercises and assignments. Active participation is appreciated.

**REGISTRATION PROCEDURE**

- You may download **Registration form** which is available on this website.
- Registration charges **Rs. 3000/-** are to be transferred online through NEFT in the following account:

**REGISTRAR REGULAR COURSES DAVV, INDORE**

*Account No. 32122761925, IFSC: SBIN0030389,*

*MICR: 452002062, Branch Code: 30389*

- The Money Transfer Receipt is to be attached with the duly filled registration form and to be submitted in the office of DDU-KK, 2<sup>nd</sup> Floor Vigyan Bhawan, DAVV, Khandwa Road, Indore on/ before **4<sup>th</sup> January 2020.**

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