TECH GURU PLUS

ADVANCE EXCEL COURSE (IN HINDI)

Become An Excel Expert

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- 90 EXCEL VALUABLE VIDEOS
- 80 EXCEL PRACTICE SHEETS

920 MINUTES DURATION
350+ EXCEL TOPICS COVERED

TECH GURU PLUS

ADVANCE EXCEL EXPERT COURSE
TABLE OF CONTENT

CHAPTER-01	EXCEL INTRODUCTION WORKBOOK, TITLEBAR, QUICK ACCESS TOOLBAR, RIBBON, TAB, NAME BOX, FORMULA BAR, COLUMN, ROW, SPREADSHEET, GRID AREA, CELL, SCROLLBAR, ZOOM SELECTION, RANGE, NAME A RANGE
CHAPTER-02	FILE MENU-NEW FILE, OPEN, SAVE, SAVE AS, PRINT, SHARE, EXPORT, PUBLISH, ACCOUNT, ONEDRIVE INTRODUCTION, FEEDBACK, OPTIONS
CHAPTER-03	CUT, COPY, PASTE, FORMAT PAINTER, FONT CHANGING,BOLD ITALIC, UNDERLINE, BORDER, CELL COLOR, TEXT COLOR
CHAPTER-04	ALIGNMENTS, ORIENTATION,INCREASE AND DECREASE INDENT, WRAP TEXT, MERGE & CENTER, MERGE ACROSS, MERGE CELLS, UNMERGE CELLS
CHAPTER-05	NUMBER FORMATING FUNCTION, PERCENTAGE STYLE, COMMA STYLE, DECIMAL INCREASE & DECREASE, SCIENTIFIC FUNCTION
CHAPTER-06	CONDITION FORMATTING-HIGHLIGHT CELLS RULES, TOP-BOTTOM RULES, DATA BARS, COLOR SCALES, ICON SETS, NEW RULE, CLEAR RULES, MANAGE RULES, FORMAT AS TABLE, MORE STYLING TOOL

CHAPTER-07	INSERT CELL, ROW, SHEET, DELETE CELL, ROW SHEET, FORMAT ROW HEIGHT AND WIDTH, ORGANIZE SHEETS, RENAME, HIDE UNHIDE, TAB COLOR, LOCK CELL, PROTECT SHEET WITH PASSWORD,
CHAPTER-08	AUTOSUM, AVERAGE, COUNT NUMBERS, MAX, MIN, FILL DOWN, RIGHT, UP, LEFT, SERIES, JUSTIFY, CLEAR FORMAT, CONTENT, COMMENT, HYPERLINK, FIND COMMAND & REPLACE COMMAND, FIND COMMENT,FIND FORMULAS,FIND OBJECT, FIND CONDITION FORMATING
CHAPTER-09	FLASH FILL COMMAND WITH 7 EXAMPLES
CHAPTER-10	SORT COMMAND, FILTER COMMAND, SUM WITH SUBTOTAL
CHAPTER-11	INSERTING LOGO AND IMAGE IN EXCEL IMAGE BORDER, IMAGE CROPPING, ROTATE PICTURE IMAGE CORRECTION, COLOR, ARTISTIC EFFECTS PICTURE EFFECTS FUNCTION, SHADOW, REFLECTION,
CHAPTER-12	ENTERING & FORMATTING DATA IN EXCEL
CHAPTER-13	CHARTS (LIKE-PIE OR BAR ETC.) SHAPES FORWARD AND BACKWARD FUNCTION OBJECT FUNCTION IN EXCEL INSERTING SYMBOLS IN EXCEL USE OF TEXTBOX EXCEL THEME- COLOR, THEME-FONT EFFECTS FUNCTION USE OF ZOOMING FUNCTION SCREENSHOT WITH EXCEL

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CHAPTER-14	PRINTING DATA, PAGE MARGINS FULL SETTING ORIENTATION AND PAGE SIZE SETTING PRINT AREA FUNCTION PAGE BREAKS FUNCTION WORKSHEET BACKGROUND PRINT TITLES FUNCTION SETTING OF WIDTH, HEIGHT AND SCALING OF PAGE USE OF GRID LINE AND ITS EFFECT GRIDLINE PRINTING USE OF HEADING FUNCTION
CHAPTER-15	SPELLING CHECKER FUNCTION THESAURUS FUNCTION TRANSLATE FUNCTION SWITCHING WINDOWS USE COMMENT FUNCTION
CHAPTER-16	CREATING FORMULA AND FUNCTION
CHAPTER-17	FORMATTING DATA IN EXCEL
CHAPTER-18	PRINTING FULL CONFIGURATION PAPER SIDE, MARGINS, SCALING, FIT SHEET ON ONE PAGE ROW TO REPEAT AT TOP, SET PRINT AREA, FINAL PRINTING
CHAPTER-19	ROUND FORMULAS ROUND, ROUND UP, ROUND DOWN, MROUND
CHAPTER-20	COUNT FORMULAS COUNT, COUNT A, COUNT IF, COUNTIFS, COUNTBLANK
CHAPTER-21	IF ELSE FORMULA, INSERT BLANK ROW BETWEEN HUGE DATA, MERGE 2 COLUMN DATA IN SINGLE COLUMN
CHAPTER-22	TEXT TO COLUMN & FORMULAS AND PASTE SPECIAL FUNCTION, CONVERT LAST NAME TO FIRST NAME

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CHAPTER-23	INSERT JUMPING SERIAL NO. & BLANK CELL WITH IF ELSE FORMULA
CHAPTER-24	UPPER, LOWER, PROPER FORMULAS IN EXCEL
CHAPTER-25	USE OF TABLE FUNCTION AND DATA VALIDATION
CHAPTER-26	VLOOKUP AND HLOOKUP WITH FULL EXPLANATION
CHAPTER-27	VLOOKUP WITH MULTIPLE CONDITIONS
CHAPTER-28	FORMULAS - SUM, SUMIF, SUMIFS, SUMPRODUCT
CHAPTER-29	SEPARATING NUMBER AND TEXT FROM ONE CELL
CHAPTER-30	SUM IF & COUNT IF FORMULA WITH 5 DIFFERENT EXAMPLE FILES
CHAPTER-31	HOW TO CONVERT NUMBER TO TEXT IN EXCEL FULL EXPLAINED
CHAPTER-32	FILTER IN EXCEL WITH DOCTORS LIVE DATA FULLY EXPLAINED
CHAPTER-33	EXCEL DATA AUTO SAVE SCRIPT WITH VBA CODE
CHAPTER-34	BLANK CELL FILL AUTOMATICALLY IN EXCEL
CHAPTER-35	IF ELSE FORMULA WITH PIVOT TABLE WITH SALES MAN COMMISSION DATA SHEET
CHAPTER-36	MACRO PART 2 - WITH SALARY DASHBOARD
CHAPTER-37	MACRO PART 3 - WITH SALES CHART
CHAPTER-38	MACRO PART 4 - WITH SALARY REGISTER
CHAPTER-39	MACRO PART 5 - MOBILE DEALER DATA AUTOSAVE IN SECOND EXCEL SHEET
CHAPTER-40	RANKING TOP 4 SUBJECTS FROM STUDENTS DATA

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CHAPTER-41	DATA VALIDATION- INPUT MESSAGE, ERROR ALERT, STYLING-STOP, WARNING, INFORMATION
CHAPTER-42	ABS ABSOLUTE FORMULA
CHAPTER-43	IF ELSE FORMULA WITH EASY EXAMPLE
CHAPTER-44	SORT DATA LEFT TO RIGHT AND TOP TO BOTTOM
CHAPTER-45	DOUBLE VLOOKUP & SINGLE VLOOKUP
CHAPTER-46	INDEX WITH MATCH FORMULA
CHAPTER-47	STOP DUPLICATE ENTRING VALUE COUNTIF & DATA VALIDATION
CHAPTER-48	SUBTOTAL COMMAND, MIN, MAX, COUNT, AVERAGE, PRODUCT, VLOOKUP
CHAPTER-49	COMPARE TWO LIST WITH VLOOKUP AND FILTER
CHAPTER-50	COMPARE TWO LIST WITH MATCH FORMULA AND FILTER
CHAPTER-51	IF FORMULA WITH PIVOT TABLE & CONDITIONAL FORMATTING
CHAPTER-52	MAKE INSHOP BRANDING FILE NAME LIST
CHAPTER-53	BANK STATEMENT PROBLEM SOLUTION
CHAPTER-54	CONVERT VERTICAL DATA TO HORIZONTAL
CHAPTER-55	ATTENDANCE SHEET PROBLEM SOLUTION
CHAPTER-56	ENTERING CROSS TICK RIGHT TICK

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CHAPTER-57	COPY VISIBLE CELLS ONLY
CHAPTER-58	STUNNING USE OF IFS FORMULA
CHAPTER-59	EXCEL ERRORS EXPLANATION TYPE OF ERROR IN EXCEL #DIV/0, #VALUE!, #REF!, #NAME?
CHAPTER-60	FORMULAS- ISERROR, ISTEXT, ISFORMULA, ISNA, ISREF, DATA VALIDATION
CHAPTER-61	IF ELSE FORMULA WITH ISTEXT AND VLOOKUP
CHAPTER-62	EXCEL SHORTCUT KEYS 16NOS
CHAPTER-63	ADVANCE FILTER, DIFFERENCE BETWEEN NORMAL FILTER AND ADVANCE FILTER
CHAPTER-64	FLASH FILL AUTO FILL
CHAPTER-65	NAME A RANGE IN SALES REPORT DIFFERENCE BETWEEN LIST, STATUS BAR TOOL,
CHAPTER-66	MAKING OF BANK RE-PAYMENT SCHEDULE USING PMT, IPMT, PPMT FORMULA
CHAPTER-67	WORKING WITH OFFSET FORMULA WITH COMPANIES MONTHLY SALES REPORT USING INDEX FORMULA, RAND BETWEEN FORMULA & DATA VALIDATION
CHAPTER-68	USING OF ADVANCE TRANSPOSE, HIDE CELL VALUE, DATE PICKET TOOL
CHAPTER-69	HOW TO MAKE MONEY ONLINE WITH EXCEL KNOWLEDGE
CHAPTER-70	MAKING OF EMPLOYEES ICARD IN EXCEL USING INDEX AND MATCH FORMULA, DATA VALIDATION, VLOOKUP, TRANSPOSE, LINKED PICTURE TOOL & NAME MANAGER

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MIS REPORTING

CHAPTER-71 **MIS REPORT (Part-1)**
ADVANCE DATA FORMATTING WITH 3 STUNNING EXAMPLE
SALARY CHART AND SALES CHART DATA

CHAPTER-72 **MIS REPORT (Part-2)**
MAKING OF AUTOMATIC INVOICING SOFTWARE IN EXCEL
WITH VLOOKUP, IF FORMULA, DEVELOPER TOOL-SPIN
BUTTON & IF ERROR FORMULAS

CHAPTER-73 **MIS REPORT (Part-3)**
MAKING OF GST REPORT FROM
POS SOFTWARE EXPORTED DATA

CHAPTER-74 **MIS REPORT (Part-4)**
PIVOT TABLE PART-1 WITH GST DATA LIVE EXAMPLE

CHAPTER-75 **MIS REPORT (Part-5)**
PIVOT TABLE PART-2 WITH STATE BANK OF INDIA
LIVE EXAMPLE

CHAPTER-76 **MIS REPORT (Part-6)**
PIVOT TABLE PART-3 WITH RESTAURANT FOOD DATA
LIVE EXAMPLE

CHAPTER-77 **MIS REPORT (Part-7)**
PIVOT TABLE PART-4 WITH SALES TEAM DATA
LIVE EXAMPLE

CHAPTER-78 **MIS REPORT (Part-8)**
MAKING OF SALES CHART IN EXCEL
LINE CHART, PIE CHART, BAR CHART,
FULLY CUSTOMIZATION

CHAPTER-79 **MIS REPORT (Part-9)**
AUTOMATICL INVOICE SOFTWARE IN EXCEL
WITH CHECK BOX, RADIO BUTTON,
GST AUTO-LOCAL & CENTRAL

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CHAPTER-80 **MIS REPORT (Part-10)**
SALES DATA MIS REPORT

CHAPTER-81 **MIS REPORT (Part-11)**
TIMELINE CHART WITH SMART ART GRAPHIC
STEP UP PROCESS GRAPH

CHAPTER-82 **MIS REPORT (Part-12)**
SCENARIO MANAGER COMMAND

CHAPTER-83 **MIS REPORT (Part-13)**
INDEPENDENT DROP DOWN LIST

CHAPTER-84 **MIS REPORT (Part-14)**
AUTO CHANGEABLE EXCEL DATA EMBEDDING TO WORD
NETWORK DAYS FORMULA

CHAPTER-85 **MIS REPORT (Part-15)**
GOAL SEEK TO GET TARGETED VALUE IN CELL
QUICK ANALYSIS TOOL

CHAPTER-86 **MIS REPORT (Part-16)**
APPLYING SLICER IN SALES REPORT
TABLE, CONVERT TO RANGE, SLICER DESIGN TOOL,

CHAPTER-87 **MIS REPORT (Part-17)**
SALES PERFORMANCE - INTRACTIVE DASHBOARD REPORT
ANALYSIS REPORT BY MONTHLY SALES,
ANALYSIS SALES REPORT BY PRODUCT,
ANALYSIS SALES REPORT BY QUANTITY,
ANALYSIS SALES REPORT BY COMPANY,
ANALYSIS SALES REPORT BY LOCATION
REPORT USING BY CHARTS, DIAGRAM,
PIVOT TABLE, SLICER ETC.

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CHAPTER-88 **MIS REPORT (Part-18)**

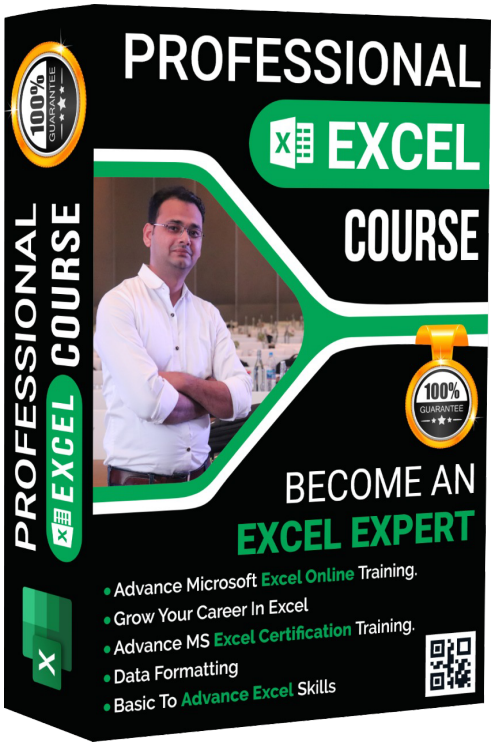
AUTO SEARCH FORMULA
SEARCH VALUE AUTOMATICALLY IN GST SALES DATA

CHAPTER-89 **MIS REPORT (Part-19)**

AUTO EXTRACT PARTIES LEDGER IN ANOTHER SHEET FROM BULK DATA
USING MACRO AND ADVANCE FILTER AND INTRACTIVE MANUS

CHAPTER-90 **MIS REPORT (Part-20)**

INTRACTIVE CORPORATE DASHBOARD REPORT
REPORT USING BY CHARTS, DIAGRAM, PIVOT TABLE
AUTOMATIC MONTHLY SALES REPORTING
COUNTRY WISE & CITY WISE SALES REPORT
PRODUCT WISE SALES REPORT
WITH COMPANY's SOCIAL MEDIA HYPER LINK
SLICER & TIMELINE CHART
SALES TARGET ACHIEVEMENT AUTO CHART
SLICER CUSTOMIZATION



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CHAPTER-02	PRACTICE SHEET NOT REQUIRED
CHAPTER-03	PRACTICE SHEET NOT REQUIRED
CHAPTER-04	PRACTICE SHEET AVAILABLE
CHAPTER-05	PRACTICE SHEET AVAILABLE
CHAPTER-06	PRACTICE SHEET AVAILABLE
CHAPTER-07	PRACTICE SHEET AVAILABLE
CHAPTER-08	PRACTICE SHEET AVAILABLE
CHAPTER-09	PRACTICE SHEET NOT REQUIRED
CHAPTER-10	PRACTICE SHEET NOT REQUIRED
CHAPTER-11	PRACTICE SHEET AVAILABLE
CHAPTER-12	PRACTICE SHEET AVAILABLE
CHAPTER-13	PRACTICE SHEET AVAILABLE
CHAPTER-14	PRACTICE SHEET AVAILABLE
CHAPTER-15	PRACTICE SHEET AVAILABLE
CHAPTER-16	PRACTICE SHEET AVAILABLE
CHAPTER-17	PRACTICE SHEET AVAILABLE

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CHAPTER-18	PRACTICE SHEET AVAILABLE
CHAPTER-19	PRACTICE SHEET AVAILABLE
CHAPTER-20	PRACTICE SHEET AVAILABLE
CHAPTER-21	PRACTICE SHEET AVAILABLE
CHAPTER-22	PRACTICE SHEET AVAILABLE
CHAPTER-23	PRACTICE SHEET AVAILABLE
CHAPTER-24	PRACTICE SHEET AVAILABLE
CHAPTER-25	PRACTICE SHEET AVAILABLE
CHAPTER-26	PRACTICE SHEET AVAILABLE
CHAPTER-27	PRACTICE SHEET AVAILABLE
CHAPTER-28	PRACTICE SHEET AVAILABLE
CHAPTER-29	PRACTICE SHEET AVAILABLE
CHAPTER-30	PRACTICE SHEET AVAILABLE
CHAPTER-31	PRACTICE SHEET AVAILABLE
CHAPTER-32	PRACTICE SHEET AVAILABLE
CHAPTER-33	PRACTICE SHEET AVAILABLE
CHAPTER-34	PRACTICE SHEET AVAILABLE
CHAPTER-35	PRACTICE SHEET AVAILABLE
CHAPTER-36	PRACTICE SHEET AVAILABLE
CHAPTER-37	PRACTICE SHEET AVAILABLE
CHAPTER-38	PRACTICE SHEET AVAILABLE

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CHAPTER-39	PRACTICE SHEET AVAILABLE
CHAPTER-40	PRACTICE SHEET AVAILABLE
CHAPTER-41	PRACTICE SHEET NOT REQUIRED
CHAPTER-42	PRACTICE SHEET AVAILABLE
CHAPTER-43	PRACTICE SHEET AVAILABLE
CHAPTER-44	PRACTICE SHEET AVAILABLE
CHAPTER-45	PRACTICE SHEET AVAILABLE
CHAPTER-46	PRACTICE SHEET AVAILABLE
CHAPTER-47	PRACTICE SHEET AVAILABLE
CHAPTER-48	PRACTICE SHEET AVAILABLE
CHAPTER-49	PRACTICE SHEET AVAILABLE
CHAPTER-50	PRACTICE SHEET AVAILABLE
CHAPTER-51	PRACTICE SHEET AVAILABLE
CHAPTER-52	PRACTICE SHEET NOT REQUIRED
CHAPTER-53	PRACTICE SHEET NOT REQUIRED
CHAPTER-54	PRACTICE SHEET AVAILABLE
CHAPTER-55	PRACTICE SHEET AVAILABLE
CHAPTER-56	PRACTICE SHEET AVAILABLE
CHAPTER-57	PRACTICE SHEET AVAILABLE
CHAPTER-58	PRACTICE SHEET AVAILABLE
CHAPTER-59	PRACTICE SHEET NOT REQUIRED
CHAPTER-60	PRACTICE SHEET AVAILABLE

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CHAPTER-61	PRACTICE SHEET AVAILABLE
CHAPTER-62	PRACTICE SHEET NOT REQUIRED
CHAPTER-63	PRACTICE SHEET AVAILABLE
CHAPTER-64	PRACTICE SHEET AVAILABLE
CHAPTER-65	PRACTICE SHEET AVAILABLE
CHAPTER-66	PRACTICE SHEET AVAILABLE
CHAPTER-67	PRACTICE SHEET AVAILABLE
CHAPTER-68	PRACTICE SHEET AVAILABLE
CHAPTER-69	PRACTICE SHEET NOT REQUIRED
CHAPTER-70	PRACTICE SHEET AVAILABLE
CHAPTER-71	PRACTICE SHEET AVAILABLE
CHAPTER-72	PRACTICE SHEET AVAILABLE
CHAPTER-73	PRACTICE SHEET AVAILABLE
CHAPTER-74	PRACTICE SHEET AVAILABLE
CHAPTER-75	PRACTICE SHEET AVAILABLE
CHAPTER-76	PRACTICE SHEET AVAILABLE
CHAPTER-77	PRACTICE SHEET AVAILABLE
CHAPTER-78	PRACTICE SHEET AVAILABLE
CHAPTER-79	PRACTICE SHEET AVAILABLE
CHAPTER-80	PRACTICE SHEET AVAILABLE

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CHAPTER-81	PRACTICE SHEET AVAILABLE
CHAPTER-82	PRACTICE SHEET AVAILABLE
CHAPTER-83	PRACTICE SHEET AVAILABLE
CHAPTER-84	PRACTICE SHEET AVAILABLE
CHAPTER-85	PRACTICE SHEET AVAILABLE
CHAPTER-86	PRACTICE SHEET AVAILABLE
CHAPTER-87	PRACTICE SHEET AVAILABLE
CHAPTER-88	PRACTICE SHEET AVAILABLE
CHAPTER-89	PRACTICE SHEET AVAILABLE
CHAPTER-90	PRACTICE SHEET AVAILABLE

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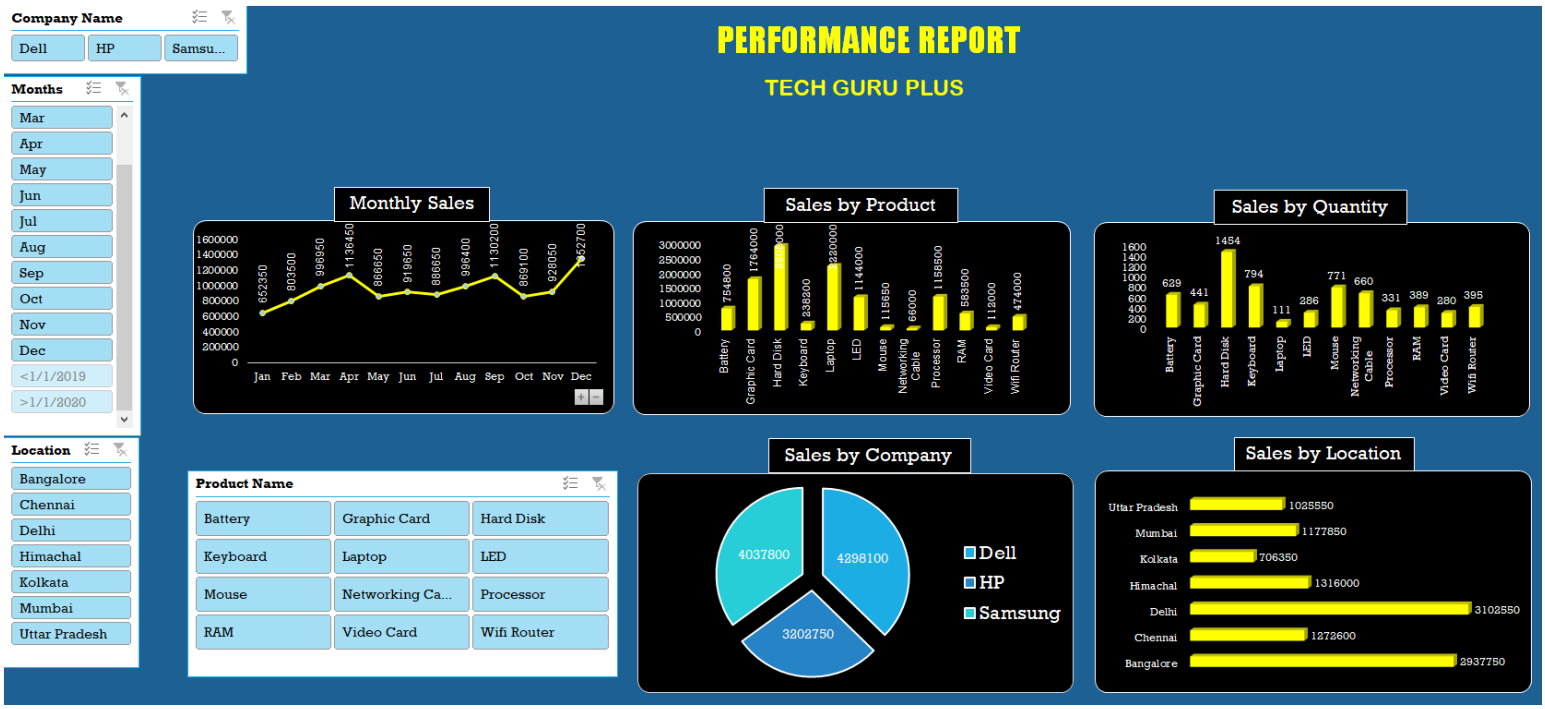
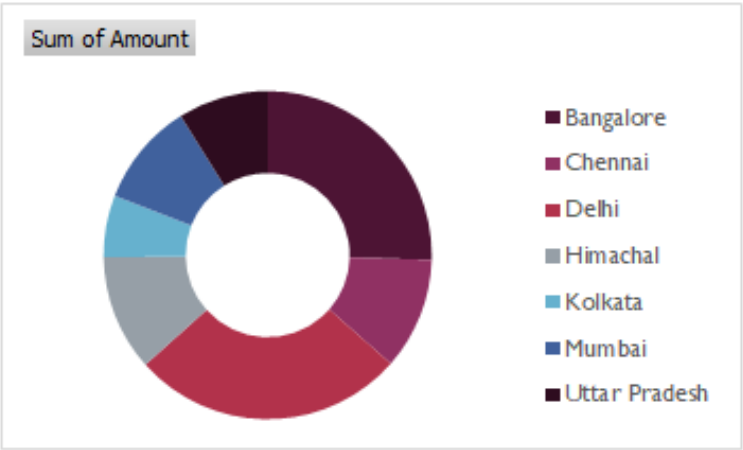


Row Labels	Sum of Amount
Bangalore	2937750
Chennai	1272600
Delhi	3102550
Himachal	1316000
Kolkata	706350
Mumbai	1177850
Uttar Pradesh	1025550
Grand Total	**11538650**



Sales Report	
East Delhi	2,05,365
West Delhi	2,62,689
North Delhi	4,02,360
South Delhi	85,692
North East Delhi	2,50,000
South West Delhi	1,25,004

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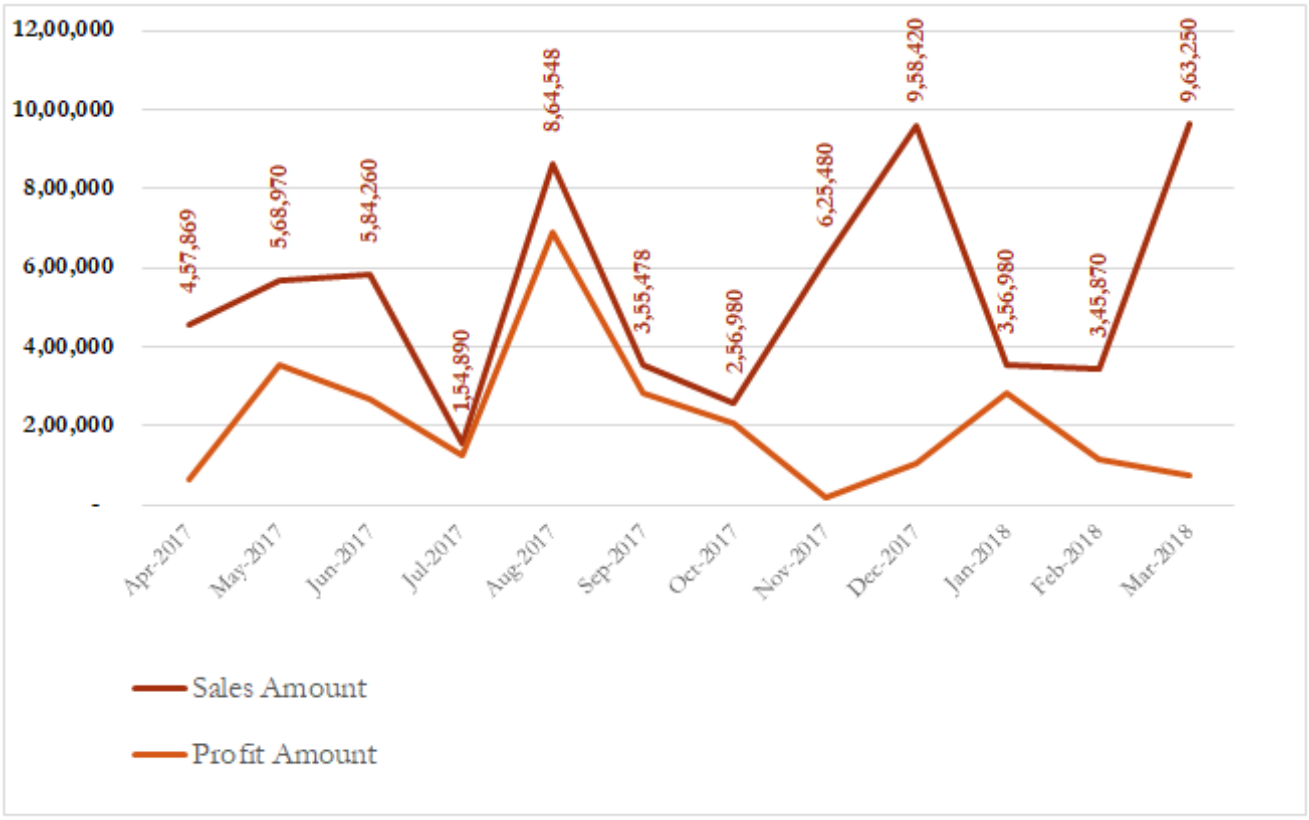

Monthly Sales Report	
Jan	
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

Comparison Sales Report		
F.Y. 2019	Month	F.Y. 2018
62510	Jan	40000
3256	Feb	20158
20158	Mar	45201
45201	Apr	25896
25896	May	36985
85698	Jun	14569
36985	Jul	74523
14569	Aug	12345
74523	Sep	35690
12345	Oct	85698
35690	Nov	35478
35478	Dec	62510

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SCREENSHOTS

			Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
S.No.	Staff No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	100378	SUNIL KUMAR MEENA	A	P	OFF	A	A	A	A	P	P	OFF	P	P	A	A	A	A	OFF	P	P	A	P	P	P	OFF
2	97655	AADITYA BHARAT KUMAR PANDYA	A	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
3	59845	ABHISHEK ANAND	P	P	OFF	P	A	A	A	P	P	OFF	P	A	A	P	P	P	OFF	P	P	P	P	P	P	OFF
4	102282	ABHISHEK TIWARI	P	P	OFF	P	A	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
5	82928	AMAN GUPTA	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
6	98720	AMIT SAXENA	A	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
7	99260	ANKIT ANAND	P	P	OFF	A	A	A	A	P	P	OFF	P	P	P	P	P	P	OFF	P	P	A	P	P	P	OFF
8	72041	ANURAG DASH	P	P	OFF	P	P	P	P	P	P	OFF	P	P	A	P	P	P	OFF	P	A	P	P	P	P	OFF
9	87796	ARPIT SRIVASTAVA	P	P	OFF	P	P	A	P	P	P	OFF	P	P	P	A	P	P	OFF	P	P	P	P	P	P	OFF
10	88002	ATUL KUMAR	A	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	A	P	P	OFF
11	87795	BANOTHU KESHAVA RAO	P	P	OFF	P	P	P	P	P	P	OFF	A	A	A	A	P	P	OFF	P	P	P	P	P	P	OFF
12	97806	CHANDAN KUMAR	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
13	86405	DIGRAJ SINGH CHAHAL	P	P	OFF	P	A	P	P	P	P	OFF	P	P	P	P	P	P	OFF	A	A	A	A	P	P	OFF
14	97509	GOURAV GARG	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
15	101385	KONANKI SIVARAM	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
16	102548	KUMAR SHUBHAM	P	P	OFF	P	P	P	P	P	P	OFF	P	P	A	P	P	P	OFF	P	P	A	P	A	P	OFF
17	102576	MADHAV GOSWAMI	P	P	OFF	P	P	A	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF
18	101392	MD. SHADAB ALAM	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF	P	P	P	P	P	P	OFF

S.No.	Name	Amount Receivable	Status
1	MAHAVIR TRADING COMPANY	45,864.00	✓
2	SANXIN ELECTRICALS	91,728.00	✗
3	NEW NATIONAL ELECTRONICS	2,29,320.00	✓
4	HINDUSTAN ENGINEERING CORPORATION	2,75,184.00	✗
5	ETIOS ELEVATORS PRIVATE LIMITED	45,81,896.00	✗
6	BVM OFFSET	3,21,048.00	✓
7	CADRE DESIGN SYSTEMS	6,42,096.00	✓
8	GOYAL GEMS	91,728.00	✓
9	ROYAL INDIAN EXPOSURES	2,75,184.00	✗
10	THE RICH LIGHTING	4,12,776.00	✗

SALES REPORT							
	Ziyan	Sanjay	Rajan	Mohan	Farhan	Boby	Aman
Jan	14,670	10,574	9,550	8,526	13,646	12,622	11,598
Feb	10,733	6,637	5,613	4,589	9,709	8,685	7,661
Mar	14,664	10,568	9,544	8,520	13,640	12,616	11,592
Apr	15,774	11,678	10,654	9,630	14,750	13,726	12,702
May	7,402	3,306	2,282	1,258	6,378	5,354	4,330
Jun	9,798	5,702	4,678	3,654	8,774	7,750	6,726

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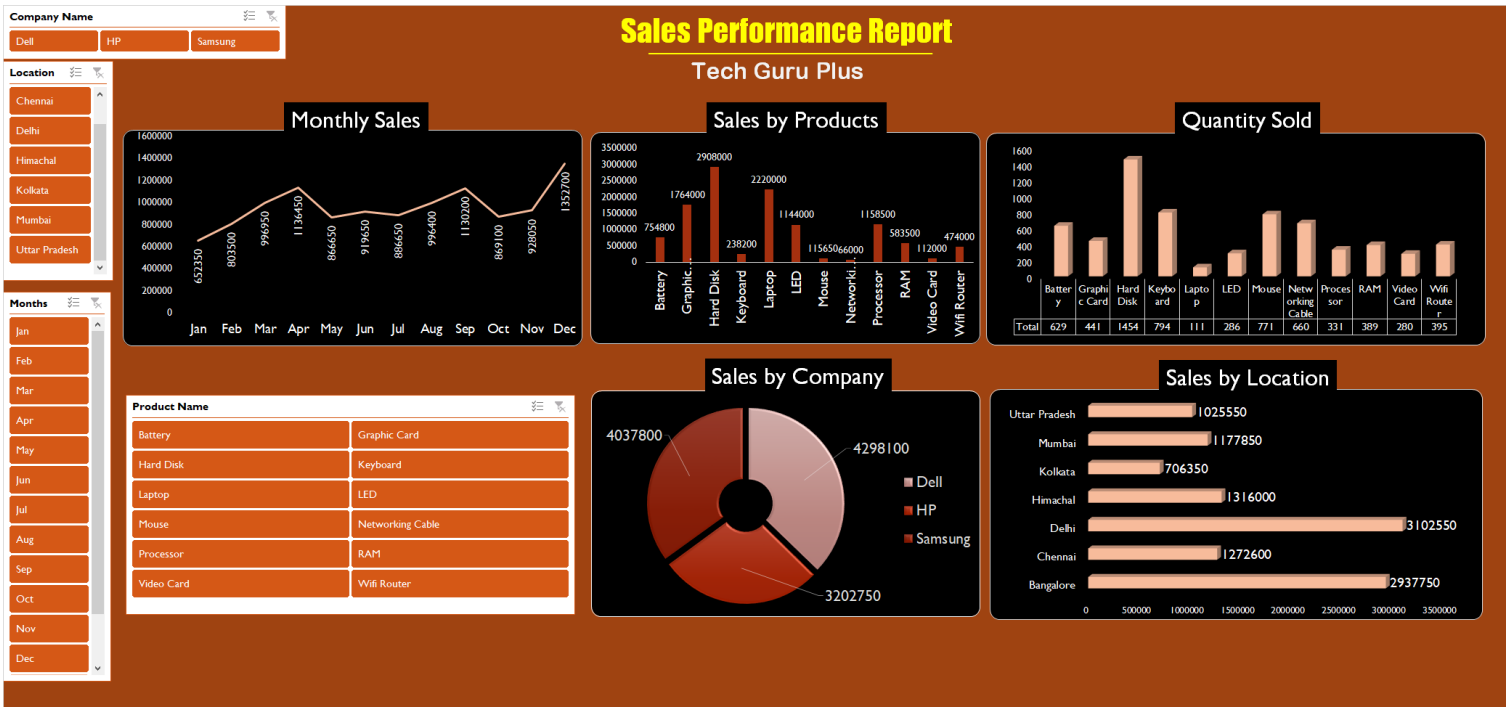

1	PAGE MARGINS FULL SETTING
2	ORIENTATION AND PAGE SIZE SETTING
3	PRINT AREA FUNCTION
4	PAGE BREAKS FUNCTION
5	WORKSHEET BACKGOUND
6	PRINT TITLES FUNCTION
7	SETTING OF WIDTH, HEIGHT AND SCALING OF PAGE
8	USE OF GRID LINE AND ITS EFFECT
9	GRID LINE PRINTING
10	USE OF HEADING FUNCTION

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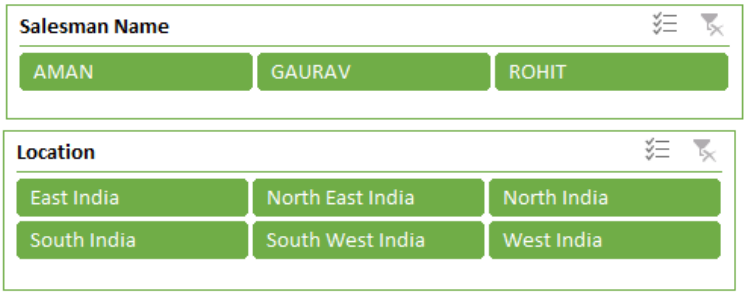
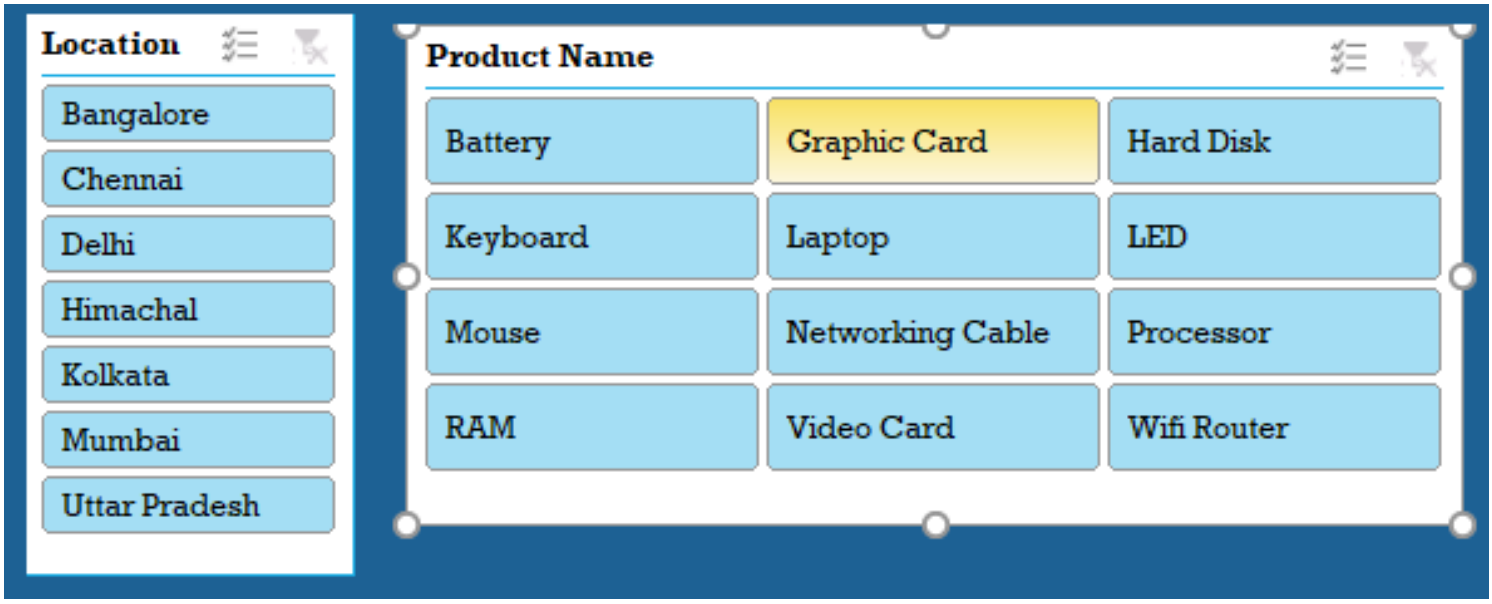
SCREENSHOTS

Marks								
Name	Eng.	Hindi	Math	Science	Geo	Art	Phy	Total
AMAN GUPTA	23	24	32	45	43	32	12	211
AMIT SAXENA	12	34	43	43	56	78	43	309
ANKIT ANAND	12	34	56	54	32	78	98	364
ANURAG DASH	12	34	56	45	78	86	98	409
ARPIT SRIVASTAVA	87	90	76	69	56	88	75	541
ATUL KUMAR	76	89	65	67	78	78	45	498

Top Four Marks			
1	2	3	4
45	43	32	32
78	56	43	43
98	78	56	54
98	86	78	56
90	88	87	76
89	78	78	76

Salesman Name	Location	Unit Sold	Sales Amount
AMAN	East India	12	1000
GAURAV	North India	56	1000
ROHIT	South India	78	1000
AMAN	West India	45	4526
GAURAV	North East India	23	8563
ROHIT	South West India	12	2000
GAURAV	East India	45	5421
ROHIT	North India	89	4578
AMAN	South India	25	9865
GAURAV	West India	36	3265
ROHIT	North East India	14	4578





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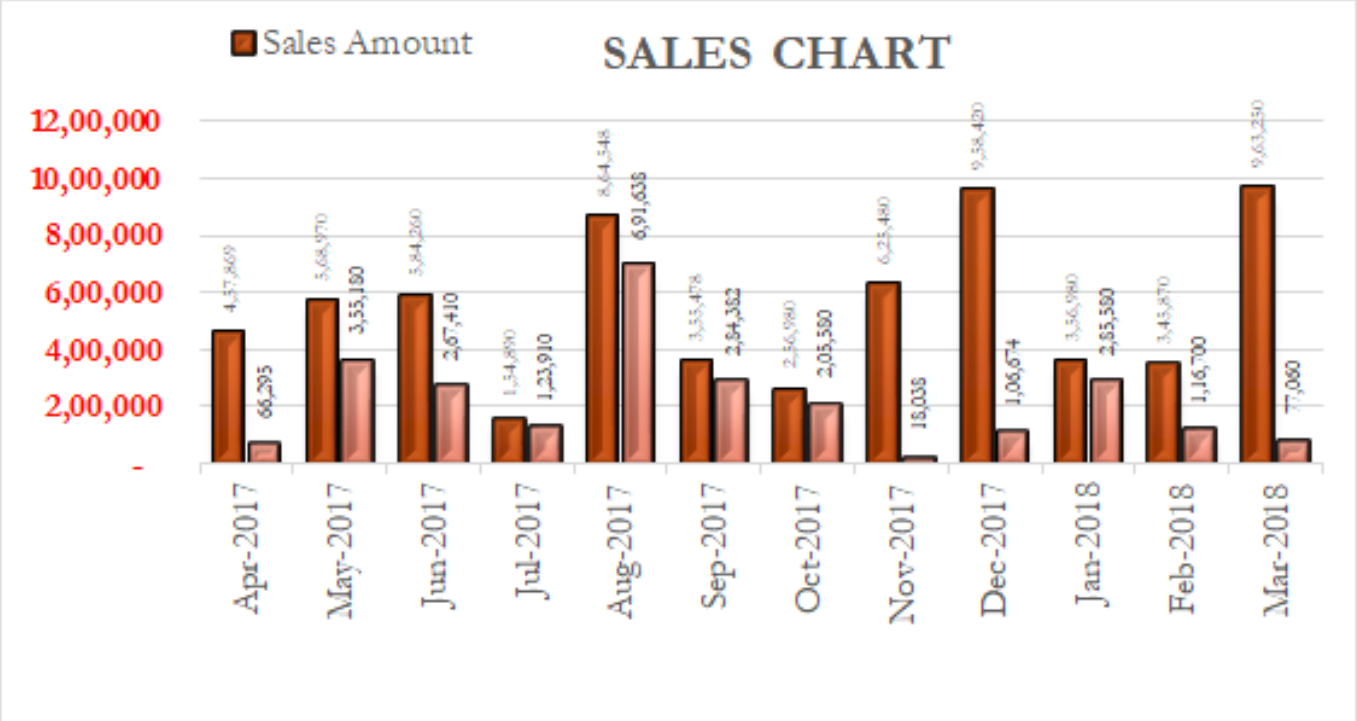
SCREENSHOTS

1	CHARTS (LIKE-PIE OR BAR ETC.)
2	SHAPES
3	FORWARD AND BACKWARD FUNCTION
4	OBJECT FUNCTION IN EXCEL
5	INSERTING SYMBOLS IN EXCEL
6	USE OF TEXTBOX
7	EXCEL THEME- COLOR, THEME-FONT
8	EFFECTS FUNCTION
9	USE OF ZOOMING FUNCTION
10	SCREENSHOT WITH EXCEL



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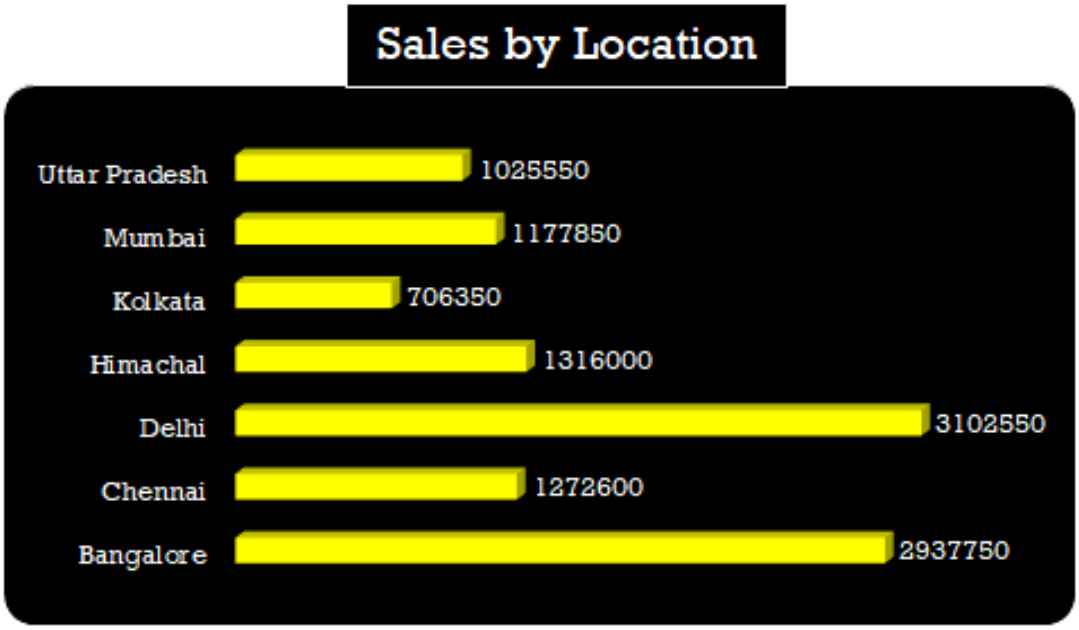
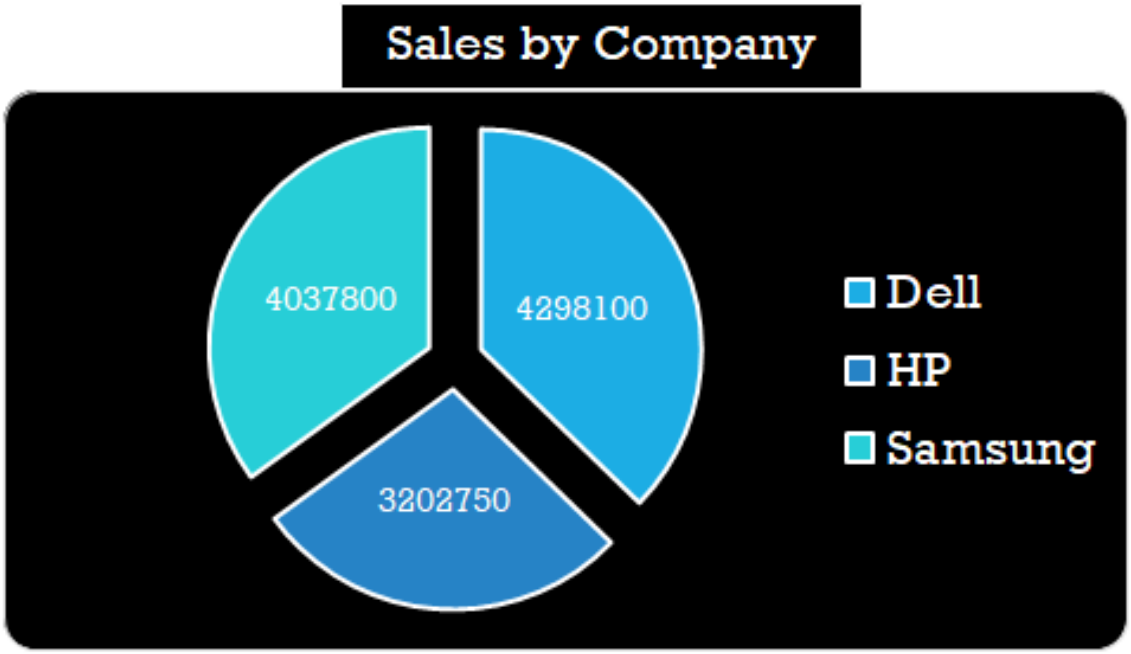
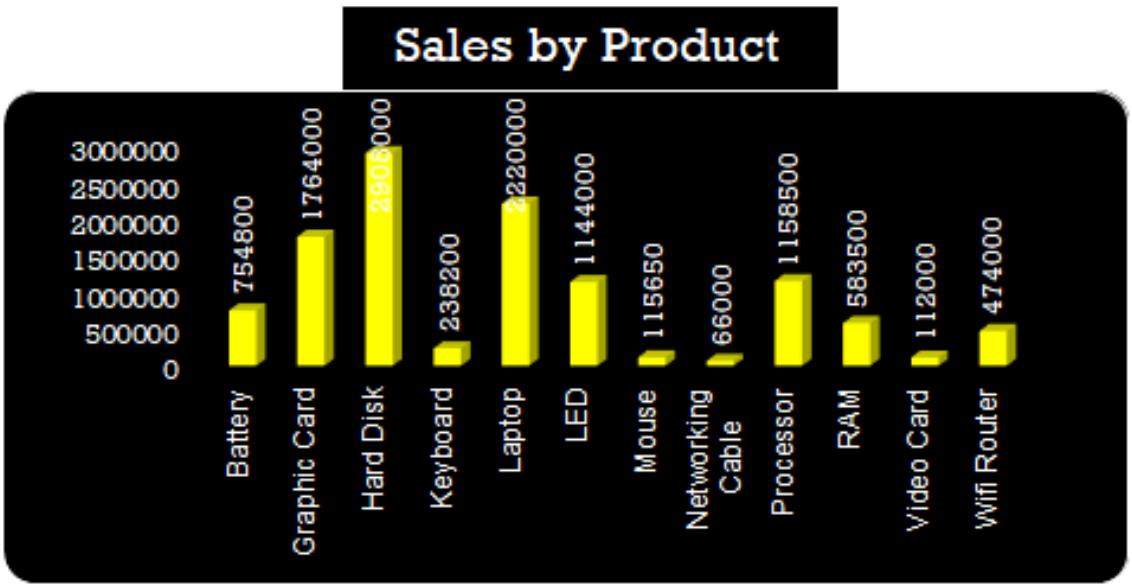
SCREENSHOTS







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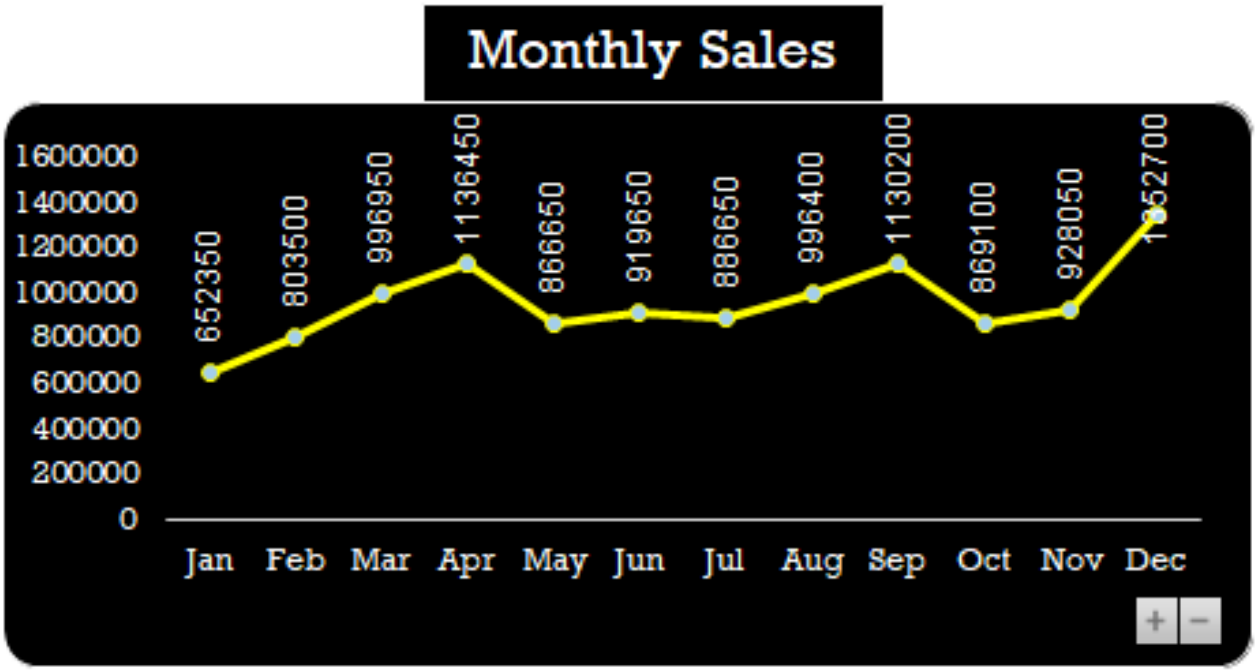
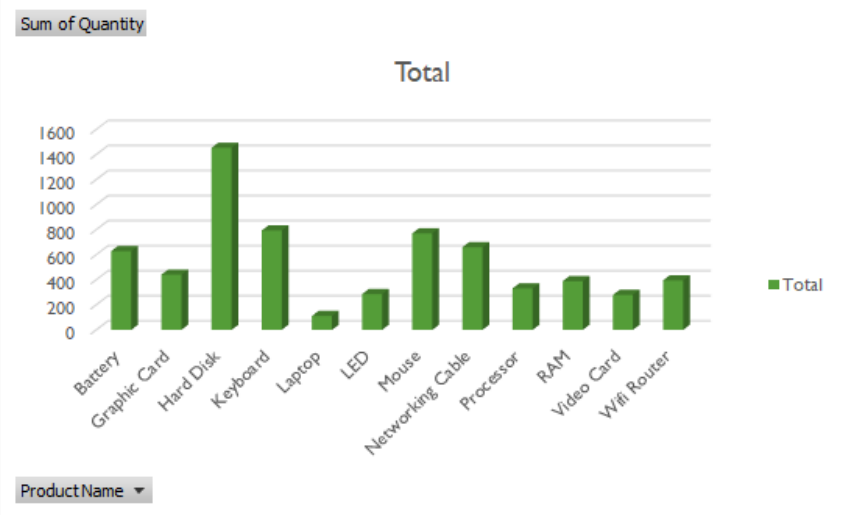
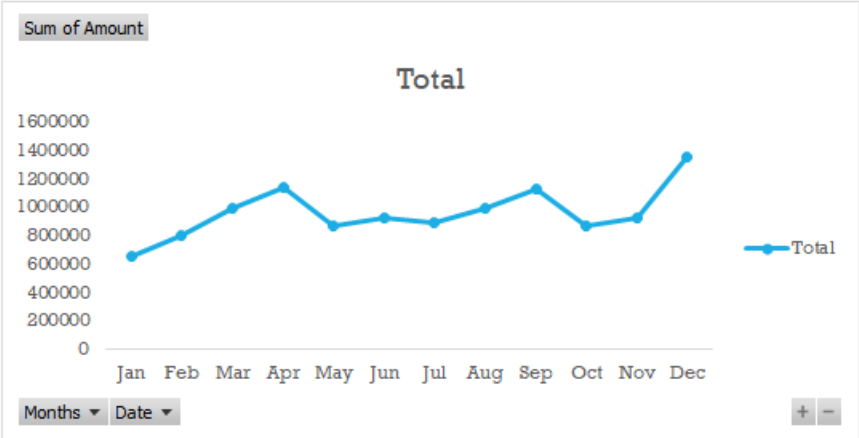
SCREENSHOTS



Row Labels	Sum of Quantity
Battery	629
Graphic Card	441
Hard Disk	1454
Keyboard	794
Laptop	111
LED	286
Mouse	771
Networking Cable	660
Processor	331
RAM	389
Video Card	280
Wifi Router	395
Grand Total	**6541**



Row Labels	Sum of Amount
⊞Jan	652350
⊞Feb	803500
⊞Mar	996950
⊞Apr	1136450
⊞May	866650
⊞Jun	919650
⊞Jul	886650
⊞Aug	996400
⊞Sep	1130200
⊞Oct	869100
⊞Nov	928050
⊞Dec	1352700
Grand Total	**11538650**



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SCREENSHOTS

TECH GURU PLUS
11/9, Jangpura, Bhogal, New Delhi-110014
GSTIN: 07AAFD8457JU3

TAX INVOICE

INVOICE NO. 92512 / 2017-18 — INVOICE DATE :15-11-2019

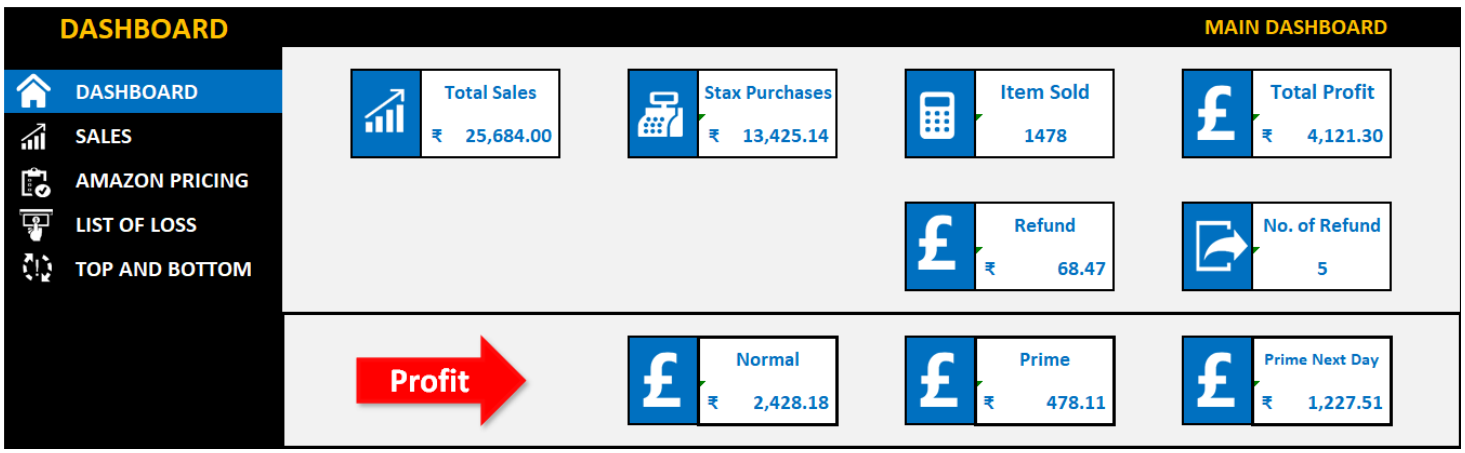
PARTY'S DETAILS:
M/S ADLIFE MARKETING
SARTIA VIHAR, NEW DELHI-110076
GSTIN: 07NNFD8457JU3

DESCRIPTION OF GOODS	HSN CODE	QTY	RATE	AMOUNT
COMPUTER ASSEMBLING CHARGES				
HARD DISK	456889	1	4,500	4,500.00
RAM	968587	1	4,000	4,000.00
KEY BOARD	365896	1	350	350.00
LED DISPLAY	256862	1	6,500	6,500.00
MOTHER BOARD	325456	1	7,000	7,000.00
PROCESSOR	626266	1	5,000	5,000.00
		TOTAL AMOUNT		27,350.00
		Add: CGST	14%	3,829.00
		Add: SGST	14%	3,829.00
		GRAND TOTAL		62,358.00

Total Amount (INR - In Words) :

For TECH GURU PLUS

Authorised Signatory



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SCREENSHOTS

Tech Guru Plus

Shop No. G-11, Aggarwal Cyber Plaza, New Delhi-110034

Customer Name	Nazim Khan
Invoice No.	215
Order No.	456
Date & Time	23-Feb-2020 10:26
Mode of Payment	Cash

Tax Rate
12

Local	◉
Central	○

Select	Item Name	Qty.	Price	Amount
☑	Farm House Pizza	3	500.00	1,500.00
☑	Double Cheese Margherita Pizza	4	480.00	1,920.00
☐	Peppy Paneer Pizza			
☐	Mexican Green Wave Pizza			
☐	Deluxe Veggie Pizza			
☐	Veg Extravaganza Pizza			
☐	Cheese N Corn Pizza			
☐	Paneer Makhani Pizza			
☐	Veggie Paradise Pizza			
☐	Margherita Pizza			
		Total Amount		3,420.00
		CGST	6	205.20
		SGST	6	205.20
		Grand Total		3,830.40

Data 1	POSITION NO.
LOKANATH DOLAI	10
ARIJIT SAMAI	9
RUPAM SANKI	8
DEBALINA MAITY	11
PUJA RUHIDAS	12
DEEP MAITY	13
SUVASHREE MALLIK	14
KRISHENDU MAITI	15
ARITRA BERA	16
SHAMPA MAITY	17
SUBHAM MAITY	18
RIYA MALLIK	19
SOMNATH SAMANTA	20
SABUJ SAMANTA	#N/A
BRISHTI ROY	21

Data 2	POSITION NO.
PRANTIK BHOWMIK	151
SOUMYADIP DAS	152
ASRAF FAKIR	#N/A
ANUPAMA JANA	48
PREMA GHORAI	49
SUMAN JANA	37
KUHELI PAL	38
RUPAM SANKI	3
ARIJIT SAMAI	2
LOKANATH DOLAI	1
DEBALINA MAITY	4
PUJA RUHIDAS	5
DEEP MAITY	6
SUVASHREE MALLIK	7
KRISHENDU MAITI	8

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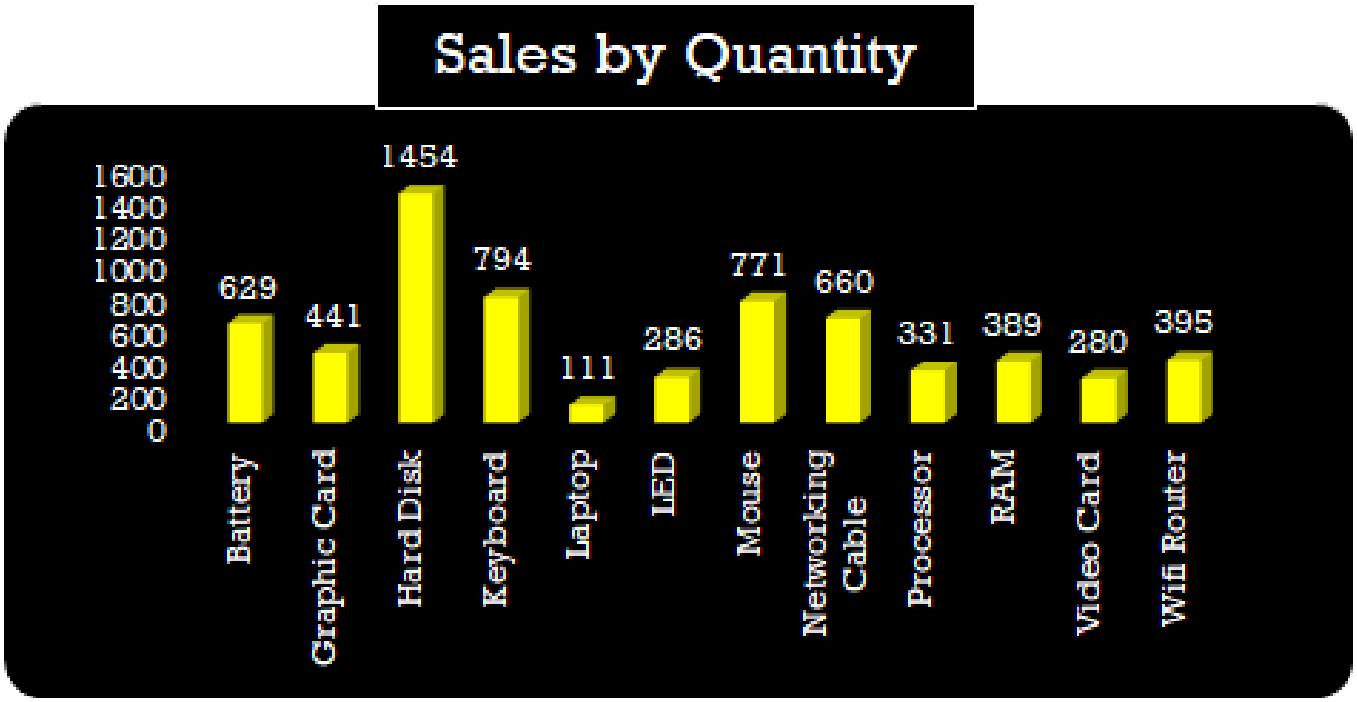
SCREENSHOTS

1	SPELLING CHECKER FUNCTION
2	THESAURUS FUNCTION
3	TRANSLATE FUNCTION
4	SWITCHING WINDOWS
5	USE COMMENT FUNCTION



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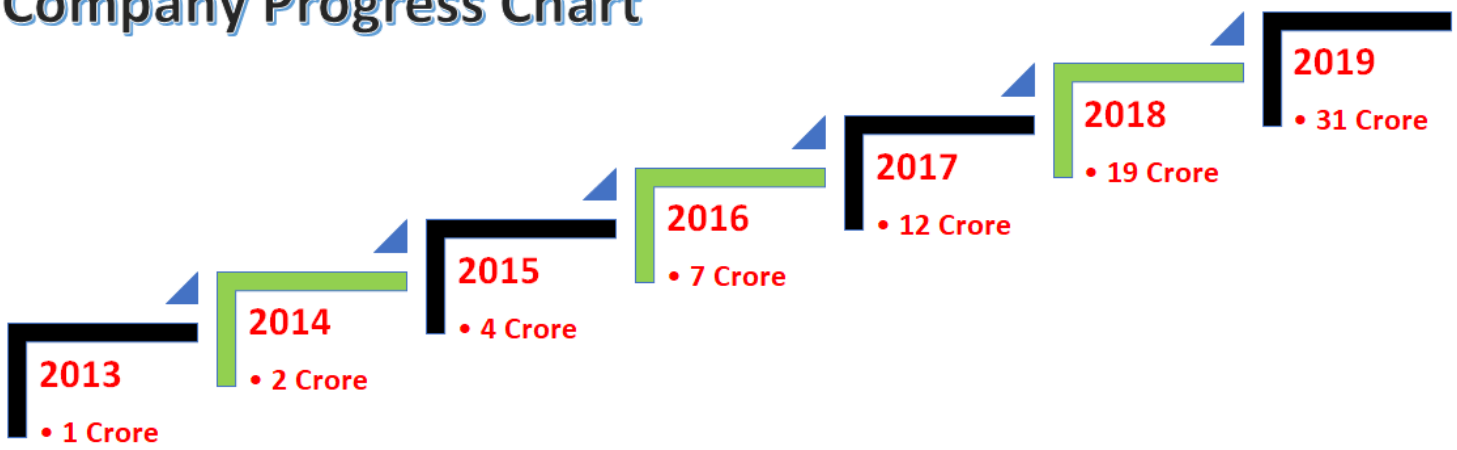
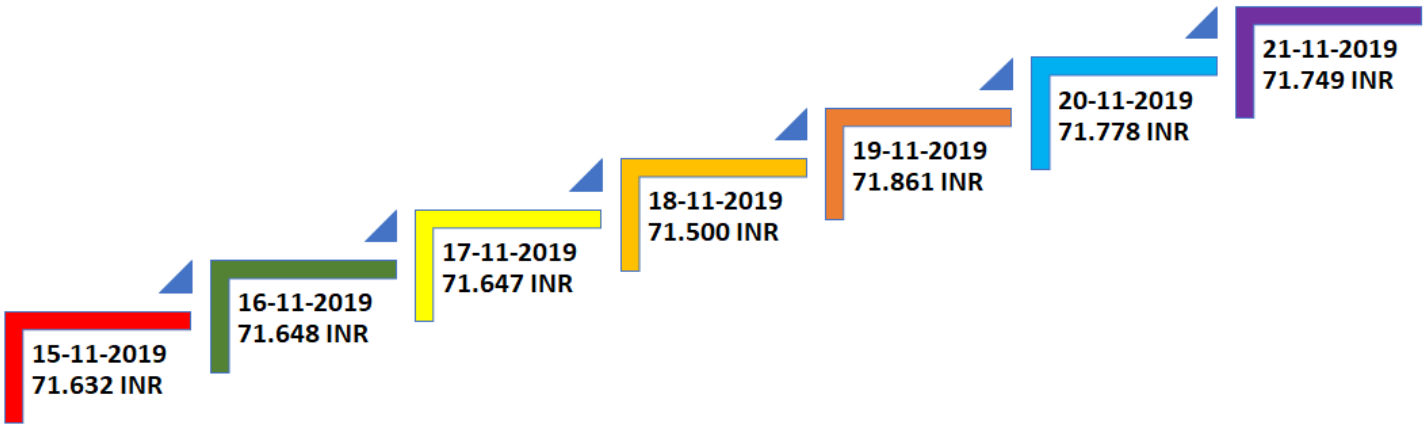
SCREENSHOTS

Company Progress Chart



SALARY FOR THE MONTH OF MARCH- 2020										
Employee Number	Employee Name	Father'sName	Present	Absent	BASIC SALARY	HRA	CONVEYANCE	TDS Deduction	PF Deduction	TOTAL
125020	SUNIL KUMAR MEENA	RONAK P KARIA	30	0	20,000	1,200	1,500	1,900	1,400	19,400
125021	AADITYA BHARAT KUMAR PANDYA	SAMYAK JAIN	28	2	25,000	1,500	1,600	1,800	1,350	24,950
125022	ABHISHEK ANAND	SAURABH KUMAR DUVESH	29	1	12,000	600	1,700	1,400	1,600	11,300
125023	ABHISHEK TIWARI	SHIVAM KUMAR	30	0	26,000	3,400	1,900	1,350	1,200	28,750
125024	AMAN GUPTA	SHUBHENDU SINGH	27	3	30,000	2,200	1,800	1,600	1,200	31,200
125025	AMIT SAXENA	SRIKANT KUMAR	29	1	14,000	1,500	1,400	1,200	1,500	14,200
125026	ANKIT ANAND	TANMAY SAH	28	2	16,000	1,600	1,350	1,200	600	17,150
125027	ANURAG DASH	VAIBHAV GOYAL	30	0	17,000	1,700	1,600	1,500	3,400	15,400
125028	ARPIT SRIVASTAVA	VIKAS POONIA	30	0	18,000	1,900	1,200	600	2,200	18,300
125031	CHANDAN KUMAR	ABHAY KUMAR SINGH	26	4	9,000	1,350	600	1,500	1,700	7,750
125032	DIGRAJ SINGH CHAHAL	ABHISHEK JAISWAL	30	0	8,000	1,600	3,400	1,600	1,900	9,500
125033	GOURAV GARG	AHIRON DEORI	30	0	11,000	1,200	2,200	1,700	1,800	10,900
125034	KONANKI SIVARAM	AKASH GRAMIN	22	8	11,500	1,200	1,500	1,900	1,400	10,900
125035	KUMAR SHUBHAM	AMIT BARJATYA	26	4	12,500	1,500	1,600	1,800	1,350	12,450
125036	MADHAV GOSWAMI	ANAND AGRAWAL	28	2	14,500	600	1,700	1,400	1,600	13,800
125037	MD. SHADAB ALAM	ANKUR DUHOON	28	2	17,800	3,400	1,900	1,350	1,200	20,550
125038	MUDIT DHAKAR	ANURAG MEHER	30	0	20,000	2,200	1,800	1,600	1,200	21,200
125039	NAVIN KUMAR	ASHESH ANAND	30	0	25,000	1,500	1,400	1,200	1,500	25,200
125040	NITISH ARYA	AYUSH BHUYAN	22	8	12,000	1,600	1,350	1,200	600	13,150
	GRAND TOTAL		533	37	3,19,300	31,750	31,500	27,800	28,700	3,26,050

USD to INR Rate List



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What you'll learn

- Understand and Identify the principles of data analysis
- Effectively summarize and present data clearly
- Use effective design principles when creating and presenting data
- Take full advantage of the built in tools Microsoft Excel offers in order to analyze and build dashboard reports
- Build interactive dashboard reports
- Analyze Excel data using Excels TEXT based Functions
- Data Mine using Excels Array Functions
- Build Interactive Dashboard Reports with Buttons and Drop Down Menus
- Streamline and Analyze Data with Excel PivotTables and Pivot Charts
- Master Microsoft Excel from Beginner to Advanced
- Build a solid understanding on the Basics of Microsoft Excel
- Learn the most common Excel functions used in the Office
- Harness the full power of Microsoft Excel by automating your day to day tasks through shortcut and formulas
- Maintain large sets of Excel data in a list or table
- Create dynamic reports by mastering one of the most popular tools, Pivot-tables
- Wow your boss by unlocking dynamic formulas with IF, VLOOKUP, INDEX, MATCH functions and many more
- Learn how to automate daily routine tasks within Excel
- Master the ESSENTIAL Excel formulas and features to accelerate your career
- Learn Excel from scratch or fill in the gaps to become immediately confident
- Learn to use Pivot Tables, Pivot Charts and Time Lines for Interactive Excel Reports
- Access to a Professional Trainer with 10+ years of Excel Training

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WHY WOULD YOU CHOOSE TO LEARN EXCEL?

Excel in itself can do so much for your career. It's just one program but it's the one hiring managers are interested in.
That's why basic Excel skills is a mandatory requirement for most office-based professionals today. Superior Microsoft Excel skills can get you a promotion. Some jobs require that to begin with.

WHY TAKE THIS SPECIFIC EXCEL COURSE?

Yes. There are many Microsoft Excel courses out there teaching you the important Excel functions and features you need to master.

BUT, can you apply what you learnt to your own files?
Do you get enough practice and challenges to remember all the new information?

This course will get you confident and comfortable designing simple to complex spreadsheets. You'll go beyond Excel basics. As you go through the course, you'll be able to apply what you learnt immediately to your job.

You'll master new formulas and find better ways to setup your existing spreadsheets. Management loves efficiency.

In this course you'll solve dozens of practical real-world examples. They'll help you think outside the box so you can work smarter not harder.

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WHAT ARE SOME EXCEL FEATURES AND FUNCTIONS I WILL LEARN IN THIS COURSE

- How to customize the Microsoft Excel interface so you can easily find the files and features you use often.
- To apply formatting correctly for cleaner and more professional reports.
- To use important features like drop-down lists in Excel and add data validation to the cells. This way you can restrict the type of data that can be input in each cell.
- How to add comments and notes to cells.
- Add timestamps to your reports.
- Automate data entry with Auto-Fill and Flash-fill.
- How to best navigate large data and large spreadsheets.
- Useful Excel shortcuts for data entry and navigation.
- How to Protect your Excel files and worksheets properly.
- Excel's essential rule when it comes to writing formulas.
- How to write basic to advanced Excel formulas - also formulas that reference other workbooks or other worksheets.
- The most useful Excel functions like COUNTIFS, COUNT, SUMIFS, AVERAGEIFS, VLOOKUP, IF and many more.
- How to convert raw Excel data into information you can use to create reports on.
- Excel features that will help you to organize and structure data so it makes analysis easier (Sort, Filter, Search & Replace Go to Special, etc...)
- Useful Excel printing options that you'll need specially before you send your file to your boss or save as PDF.
- Design principles for optimal spreadsheets.
- Excel charts that go beyond column and bar charts. You'll learn how to create a Pareto chart, Histogram, Treemap, Sunburst charts and more.
- Excel Pivot Tables so you can quickly get insights from your data.
- and much more features, formulas, functions..

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Instructor Details:

Nazim Khan is a Microsoft Excel Expert & Excel Trainer, dedicated to helping you create outstanding tools and reports in Excel. His courses are for those who want to learn Excel, accelerate their careers and achieve more in less time.

Nazim' background is Master of Business Administration (MBA-Finance), For over 10 years he has worked in the Accounts-Finance and MIS department implementing reporting systems based on Excel & Tally ERP. All the while using Microsoft Excel to automate and improve processes.

Since 4 years, Nazim runs his own Excel site and has an active YouTube channel with many engaging, high quality videos. He provides customized Excel dashboard seminars, enhanced visualization techniques, and advanced Excel seminars to large corporations. Nazim has trained more than 50,000 people online.

His courses include examples based on his experience as well as the consulting work he has done for Indian & International companies. Many of the Excel tips and tricks he shares is based on the questions received from experienced professionals in his Excel training sessions.

He places great value on keeping his Excel courses not only informative but also engaging. For this reason, students will find enough challenges, exercises and downloadable files to practice so they can maximize the value gained from each course.

Nazim's passion is learning, sharing and solving difficult Excel problems.

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