OTHER COURSES AVAILABLE

DIPLOMA & CERTIFICATE COURSE

#	Course
1	PGDCA (Post Graduate Diploma in computer Application)
2	DCA (Diploma in computer Application)
3	CCA (Certificate in Computer Application)
4	CPCT (Computer Proficiency Certification Test)
5	DTP (Diploma in Desktop Publishing)
6	TALLY ERP 9
7	TALLY PRIME
8	Audio & Video Editing Course

SOFTWARE COURSES

#	Course
1	M.S Office
2	Photoshop
3	Page maker
4	Corel Draw
5	Adobe Flash
6	Dreamweaver

PROGRAMMING COURSES

#	Course
1	HTML
2	Java Script
3	C Language
4	C++
5	JAVA (Core)
6	JAVA (Advance)
7	Visual. Net
8	PHP
9	Python
10	SQL Server
11	Oracle

CAD-CAM & ANIMATION COURSES

MECHANICAL

#			
1	AutoCAD Mech (2D)	AutoCAD Mech (3D)	
2	CREO	CATIA	
3	Solid Works	ANSYS	MSP

CIVIL / ARCHITECTURAL

#		
1	AutoCAD Civil (2D)	AutoCAD Civil (3D)
2	Revit	3Ds Max
3	3D Maya	

COMPETITIVE EXAMS

#	Exam
1	SAINIK SCHOOL / MILITARY SCHOOL / RIMC
2	SCINDIA SCHOOL / NAVODAYA VIDHYALAYA
3	UPSC / PSC
4	NDA / CDS
5	BANK / SSC / NTPC / RAILWAY / PATWARI / SI POLICE ETC.
6	GS & GK COMPETITVE
7	MATHS COMPETITIVE
8	REASONING COMPETITIVE (VERBAL & NON VERBAL)
9	ENGLISH COMPETITIVE
10	HINDI COMPETITIVE

VIVA TECHNOLOGIES

AN ISO 9001:2008 CERTIFIED INSTITUTE

MS EXCEL

SALIENT FEATURES

» Printed Notes & Workbooks
» Fully Practically
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» No any other additional Charges
» One Month Training (Optional)

FEE & OTHER DETAILS

»Total Fee -
»Duration -
»Batches -

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Ph: 94257-01888, 02888, 03888

(CERTIFICATE IN MS EXCEL)

S.No	Topics	S.No	Topics
	UNIT 1: EXPLORING EXCEL	34	VI. Customize the layout
1	I. Getting Started	35	a) Split a Worksheet
2	I.1 Spreadsheets	36	b) Freeze Rows and Columns
3	II. Manipulation Data	37	c) Hide Worksheets
4	a) Select Data		**UNIT 3: TAPPING THE POWER OF EXCEL**
5	b) Copy and Paste	38	I. Performing Calculations
6	c) Cut and Paste	39	a) Excel Formulas
7	d) Undo and Redo	40	b) Calculate with Functions
8	e) Auto Fill	41	c) Function Library
	UNIT 2: MANAGING WORKSHEETS AND WORKBOOK	42	d) Relative, Absolute and Mixed References
9	II. Manipulating worksheets	43	e) Linking Worksheets
10	a) Insert Cells, Rows, and Columns	44	II. Sort and Filter
11	b) Delete Cells, Rows and Columns	45	a) Basic Sorts
12	c) Find and Replace	46	b) Custom Sorts
13	d) Go To Command	47	c) Filtering
14	e) Spell Check	48	III. Graphics
15	III. Working with a Workbook	49	a) Adding a Picture
16	a) Create a Workbook	50	b) Adding Clip Art
17	b) Save a Workbook	51	c) Editing Pictures and Clip Art
18	c) Open a Workbook	52	d) Adding Shapes
19	d) Entering Data	53	e) Adding SmartArt
20	IV. Formatting a Worsheet	54	III. Charts
21	a) Convert Text to Columns	55	a) Create a Chart
22	b) Modify Fonts	56	b) Modify a Chart
23	c) Format Cells Dialog Box	57	c) Chart Tools
24	d) Add Borders and Colors to Cells	58	d) Copy a Chart to Word
25	e) Change Column Width and Row Height		**UNIT 4: VIEWING AND PRINTING WORKSHEETS**
26	f) Hide or Unhide Rows or Columns	59	I. Page Properties and Printing
27	g) Merge Cells	60	a) Set Print Titles
28	h) Align Cell Contents	61	b) Create a Header or Footer
29	V. Developing a Workbook	62	c) Set Page Margins
30	a) Format Worksheet Tab	63	d) Change Page Orientation
31	b) Reposition Worksheets in a Workbook	64	e) Set Page Breaks
32	c) Insert and Delete Worksheets	65	f) Print a Range
33	d) Copy and Paste Worksheets		**EXAMINATION**