



Microsoft Excel Certification Course.

Become proficient in Microsoft Excel, the indispensable tool for data analysis, reporting, and organization.



info@godwitbrigade.com



+91 87146 00220



www.godwitinstitute.com

Course Details

Whether you are a beginner or seeking to deepen your knowledge, this course provides a comprehensive understanding of Excel's functionalities, equipping you with the tools needed to excel in various professional roles.

Level 1: Collection and Verification of Business Data

In this module, you will learn essential techniques for collecting and verifying business data using Microsoft Excel. Topics covered include:

- Understanding data collection methods and sources.
 - Implementing data validation techniques to ensure accuracy.
 - Utilizing Excel's built-in features for data collection, such as forms and data entry templates.
 - Verifying data integrity through error-checking and auditing tools.
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Level 2: Business Analysis

This module focuses on leveraging Microsoft Excel for business analysis tasks. Key concepts covered include:

- Exploring Excel's powerful analytical functions and tools.
 - Performing trend analysis, forecasting, and scenario planning.
 - Utilizing pivot tables and charts for insightful data visualization.
 - Conducting variance analysis and identifying key performance indicators (KPIs).
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Level 3: Data Entry and Storage

In this module, you will master efficient data entry and storage techniques in Microsoft Excel. Topics covered include:

- Best practices for structuring and organizing data in Excel workbooks.
- Streamlining data entry tasks using shortcuts and automation features.
- Implementing data validation rules to maintain data consistency.
- Exploring Excel's database functions for managing large datasets.


Level 4: Data Analysis


This module covers advanced data analysis techniques using Microsoft Excel. Key topics include:

- Performing statistical analysis and hypothesis testing.
- Using Excel's advanced functions for data manipulation and transformation.
- Creating dynamic dashboards and reports to communicate insights effectively.
- Implementing data modeling and what-if analysis scenarios.



For More Details and Registration Contact Us!

 **Email**
info@godwitbrigade.com

 **Phone**
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 **Website**
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