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Name of the Course/Job Role	**Advance Excel Specialist in IT/ITeS**
Job Description	**Learning Outcomes**
Minimum Educational Qualification & Experience Qualification: Diploma or bachelor's degree in computer science, Finance, Business Administration, or a related field. Experience: 1-3 years of experience working with Excel functions in a professional setting, with a focus on data analysis or similar roles. Pre-requisite Knowledge Required • Proficient in using standard Excel functions such as VLOOKUP, HLOOKUP, INDEX/MATCH, SUMIFS, and COUNTIFS. • Experience with creating and managing PivotTables and using basic data visualization tools in Excel. • Familiarity with data analysis techniques, including filtering, sorting, and basic statistical functions. • Basic understanding of macros and introduction to VBA (Visual Basic for Applications) for automating tasks. Entry Qualification • Basic to intermediate certifications in Excel (e.g., Microsoft Office Specialist in Excel). • Proven experience in handling structured datasets and performing data manipulation tasks.	• Create spreadsheets with MS Excel that meet professional standards • Create spreadsheets with MS Excel that meet professional standards. • Design spreadsheets by using MS Excel. • Apply formulas and functions using MS Excel • Visualize data using MS Excel. • Acquire skills for data analysis using MS Excel. • Edit worksheets using advanced enhancements. • Edit worksheets using worksheet features. • Use 3D referencing to merge data from multiple worksheets. • Import and export data from the Internet. • Merge the data into MS Excel worksheets • Publish MS Excel worksheets on the web. • Create templates after writing complex worksheets and workbooks • Work with named ranges and create lists • Import data to and from MS Excel • Export data to and from MS Excel • Enhance lists using pivot tables and pivot table charts • Audit worksheets and workbooks for errors • Check worksheets and workbooks for errors • Summarize data in worksheets and workbooks • Manage workbooks in MS Excel • Manipulate data using data names and ranges in Excel • Apply filters in MS Excel • Apply sorts in MS Excel • Validate the lists in MS Excel • Customize MS Excel worksheets and workbooks • Use advanced budgeting functions to use Excel for loan analysis • Work with data tables and scenario management • Use case studies to create worksheets and workbooks. • Perform Financial Modelling using MS Excel. • Create charts in MS Excel • Create Graphs in MS Excel • Use and modify the MS Excel templates