



TECH GURU PLUS

ADVANCE EXCEL COURSE (IN HINDI)

© Copyright - TechGuruPlus (Nazim Khan)

Become An Excel Expert

- 90 EXCEL VALUABLE VIDEOS
- 80 EXCEL PRACTICE SHEETS
- 920 MINUTES DURATION
- 350+ EXCEL TOPICS COVERED



TECH GURU PLUS

ADVANCE EXCEL COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
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	15:46	NOT REQUIRED
CHAPTER-02	FILE MENU-NEW FILE, OPEN, SAVE, SAVE AS, PRINT, SHARE, EXPORT, PUBLISH, ACCOUNT, ONEDRIVE INTRODUCTION, FEEDBACK, OPTIONS	15:22	NOT REQUIRED
CHAPTER-03	CUT, COPY, PASTE, FORMAT PAINTER, FONT CHANGING, BOLD ITALIC, UNDERLINE, BORDER, CELL COLOR, TEXT COLOR	10:35	NOT REQUIRED
CHAPTER-04	ALIGNMENTS, ORIENTATION, INCREASE AND DECREASE INDENT, WRAP TEXT, MERGE & CENTER, MERGE ACROSS, MERGE CELLS, UNMERGE CELLS	11:09	AVAILABLE
CHAPTER-05	NUMBER FORMATTING FUNCTION, PERCENTAGE STYLE, COMMA STYLE, DECIMAL INCREASE & DECREASE, SCIENTIFIC FUNCTION	8:46	AVAILABLE
CHAPTER-06	CONDITIONAL 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	13:13	AVAILABLE



TECH GURU PLUS

ADVANCE EXCEL COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
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,	14:47	AVAILABLE
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 CONDITIONAL FORMATING	18:52	AVAILABLE
CHAPTER-09	FLASH FILL COMMAND WITH 7 EXAMPLES	6:01	NOT REQUIRED
CHAPTER-10	SORT COMMAND, FILTER COMMAND, SUM WITH SUBTOTAL	19:35	NOT REQUIRED
CHAPTER-11	INSERTING LOGO AND IMAGE IN EXCEL IMAGE BORDER, IMAGE CROPPING, ROTATE PICTURE IMAGE CORRECTION, COLOR, ARTISTIC EFFECTS PICTURE EFFECTS FUNCTION, SHADOW, REFLECTION,	5:22	AVAILABLE
CHAPTER-12	ENTERING & FORMATTING DATA IN EXCEL	6:52	AVAILABLE
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	23:35	AVAILABLE



TECH GURU PLUS

ADVANCE EXCEL COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
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	18:58	AVAILABLE
CHAPTER-15	SPELLING CHECKER FUNCTION THESAURUS FUNCTION TRANSLATE FUNCTION SWITCHING WINDOWS USE COMMENT FUNCTION	9:38	AVAILABLE
CHAPTER-16	CREATING FORMULA AND FUNCTION	5:53	AVAILABLE
CHAPTER-17	FORMATTING DATA IN EXCEL	6:19	AVAILABLE
CHAPTER-18	PRINTING FULL CONFIGURATION PAPER SIDE, MARGINS, SCALING, FIT SHEET ON ONE PAGE ROW TO REPEAT AT TOP, SET PRINT AREA, FINAL PRINTING	10:04	AVAILABLE
CHAPTER-19	ROUND FORMULAS ROUND, ROUND UP, ROUND DOWN, MROUND	10:09	AVAILABLE
CHAPTER-20	COUNT FORMULAS COUNT, COUNT A, COUNT IF, COUNTIFS, COUNTBLANK	5:50	AVAILABLE
CHAPTER-21	IF ELSE FORMULA, INSERT BLANK ROW BETWEEN HUGE DATA, MERGE 2 COLUMN DATA IN SINGLE COLUMN	8:02	AVAILABLE
CHAPTER-22	TEXT TO COLUMN & FORMULAS AND PASTE SPECIAL FUNCTION, CONVERT LAST NAME TO FIRST NAME	4:35	AVAILABLE



TECH GURU PLUS

ADVANCE EXCEL COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-23	INSERT JUMPING SERIAL NO. & BLANK CELL WITH IF ELSE FORMULA	8:59	AVAILABLE
CHAPTER-24	UPPER, LOWER, PROPER FORMULAS IN EXCEL	3:46	AVAILABLE
CHAPTER-25	USE OF TABLE FUNCTION AND DATA VALIDATION	5:32	AVAILABLE
CHAPTER-26	VLOOKUP AND HLOOKUP WITH FULL EXPLANATION	9:46	AVAILABLE
CHAPTER-27	VLOOKUP WITH MULTIPLE CONDITIONS	4:28	AVAILABLE
CHAPTER-28	FORMULAS - SUM, SUMIF, SUMIFS, SUMPRODUCT	7:56	AVAILABLE
CHAPTER-29	SEPARATING NUMBER AND TEXT FROM ONE CELL	6:03	AVAILABLE
CHAPTER-30	SUM IF & COUNT IF FORMULA WITH 5 DIFFERENT EXAMPLE FILES	10:30	AVAILABLE
CHAPTER-31	HOW TO CONVERT NUMBER TO TEXT IN EXCEL FULLY EXPLAINED	7:12	AVAILABLE
CHAPTER-32	FILTER IN EXCEL WITH DOCTORS LIVE DATA FULLY EXPLAINED	6:05	AVAILABLE
CHAPTER-33	EXCEL DATA AUTOSAVE SCRIPT WITH VBA CODE	4:39	AVAILABLE
CHAPTER-34	BLANK CELL FILL AUTOMATICALLY IN EXCEL	3:29	AVAILABLE
CHAPTER-35	IF ELSE FORMULA WITH PIVOT TABLE WITH SALESMAN COMMISSION DATA SHEET	5:58	AVAILABLE
CHAPTER-36	MACRO PART 2 - WITH SALARY DASHBOARD	8:55	AVAILABLE
CHAPTER-37	MACRO PART 3 - WITH SALES CHART	5:30	AVAILABLE
CHAPTER-38	MACRO PART 4 - WITH SALARY REGISTER	5:51	AVAILABLE
CHAPTER-39	MACRO PART 5 - MOBILE DEALER DATA AUTOSAVE IN SECOND EXCEL SHEET	11:06	AVAILABLE



TECH GURU PLUS

ADVANCE EXCEL COURSE TABLE OF CONTENT

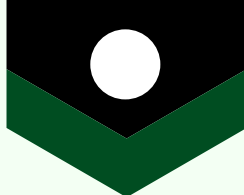
S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-40	RANKING TOP 4 SUBJECTS FROM STUDENTS DATA	3:57	AVAILABLE
CHAPTER-41	DATA VALIDATION- INPUT MESSAGE, ERROR ALERT, STYLING-STOP, WARNING, INFORMATION	5:45	NOT REQUIRED
CHAPTER-42	ABS ABSOLUTE FORMULA	4:29	AVAILABLE
CHAPTER-43	IF ELSE FORMULA WITH EASY EXAMPLE	2:59	AVAILABLE
CHAPTER-44	SORT DATA LEFT TO RIGHT AND TOP TO BOTTOM	4:29	AVAILABLE
CHAPTER-45	DOUBLE VLOOKUP & SINGLE VLOOKUP	5:54	AVAILABLE
CHAPTER-46	INDEX WITH MATCH FORMULA	7:06	AVAILABLE
CHAPTER-47	STOP DUPLICATE ENTRING VALUE COUNTIF & DATA VALIDATION	6:25	AVAILABLE
CHAPTER-48	SUBTOTAL COMMAND, MIN, MAX, COUNT, AVERAGE, PRODUCT, VLOOKUP	6:11	AVAILABLE
CHAPTER-49	COMPARE TWO LIST WITH VLOOKUP AND FILTER	8:39	AVAILABLE
CHAPTER-50	COMPARE TWO LIST WITH MATCH FORMULA AND FILTER	6:30	AVAILABLE
CHAPTER-51	IF FORMULA WITH PIVOT TABLE & CONDITIONAL FORMATTING	7:03	AVAILABLE
CHAPTER-52	MAKE INSHOP BRANDING FILE NAME LIST	7:09	NOT REQUIRED
CHAPTER-53	BANK STATEMENT PROBLEM SOLUTION	7:17	NOT REQUIRED
CHAPTER-54	CONVERT VERTICAL DATA TO HORIZONTAL	6:03	AVAILABLE
CHAPTER-55	ATTENDANCE SHEET PROBLEM SOLUTION	16:47	AVAILABLE
CHAPTER-56	ENTERING CROSS TICK RIGHT TICK	4:15	AVAILABLE



TECH GURU PLUS

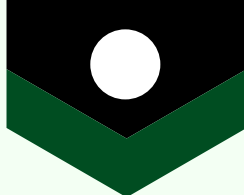
ADVANCE EXCEL COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-57	COPY VISIBLE CELLS ONLY	4:02	AVAILABLE
CHAPTER-58	STUNNING USE OF IFS FORMULA	3:37	AVAILABLE
CHAPTER-59	EXCEL ERRORS EXPLANATION TYPE OF ERROR IN EXCEL #DIV/0, #VALUE!, #REF!, #NAME?	7:55	NOT REQUIRED
CHAPTER-60	FORMULAS- ISERROR, ISTEXT, ISFORMULA, ISNA, ISREF, DATA VALIDATION	8:06	AVAILABLE
CHAPTER-61	IF ELSE FORMULA WITH ISTEXT AND VLOOKUP	8:15	AVAILABLE
CHAPTER-62	EXCEL SHORTCUT KEYS 16NOS	8:23	NOT REQUIRED
CHAPTER-63	ADVANCE FILTER, DIFFERENCE BETWEEN NORMAL FILTER AND ADVANCE FILTER	7:15	AVAILABLE
CHAPTER-64	FLASH FILL AUTO FILL	4:10	AVAILABLE
CHAPTER-65	NAME A RANGE IN SALES REPORT DIFFERENCE BETWEEN LIST, STATUS BAR TOOL,	7:33	AVAILABLE
CHAPTER-66	MAKING OF BANK RE-PAYMENT SCHEDULE USING PMT, IPMT, PPMT FORMULA	12:39	AVAILABLE
CHAPTER-67	WORKING WITH OFFSET FORMULA WITH COMPANIES MONTHLY SALES REPORT USING INDEX FORMULA, RAND BETWEEN FORMULA & DATA VALIDATION	15:22	AVAILABLE
CHAPTER-68	USING OF ADVANCE TRANSPOSE, HIDE CELL VALUE, DATE PICKET TOOL	08:02	AVAILABLE
CHAPTER-69	HOW TO MAKE MONEY ONLINE WITH EXCEL KNOWLEDGE	20:50	NOT REQUIRED
CHAPTER-70	MAKING OF EMPLOYEES ICARD IN EXCEL USING INDEX AND MATCH FORMULA, DATA VALIDATION, VLOOKUP, TRANSPOSE, LINKED PICTURE TOOL & NAME MANAGER	21:11	AVAILABLE



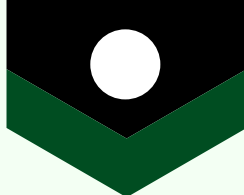
MIS REPORTING

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-71	MIS REPORT (Part-1) ADVANCE DATA FORMATTING WITH 3 STUNNING EXAMPLE SALARY CHART AND SALES CHART DATA	17:48	AVAILABLE
CHAPTER-72	MIS REPORT (Part-2) MAKING OF AUTOMATIC INVOICING SOFTWARE IN EXCEL WITH VLOOKUP, IF FORMULA, DEVELOPER TOOL-SPIN BUTTON & IF ERROR FORMULAS	21:59	AVAILABLE
CHAPTER-73	MIS REPORT (Part-3) MAKING OF GST REPORT FROM POS SOFTWARE EXPORTED DATA	17:32	AVAILABLE
CHAPTER-74	MIS REPORT (Part-4) PIVOT TABLE PART-1 WITH GST DATA LIVE EXAMPLE	7:17	AVAILABLE
CHAPTER-75	MIS REPORT (Part-5) PIVOT TABLE PART-2 WITH STATE BANK OF INDIA LIVE EXAMPLE	10:11	AVAILABLE
CHAPTER-76	MIS REPORT (Part-6) PIVOT TABLE PART-3 WITH RESTAURANT FOOD DATA LIVE EXAMPLE	9:00	AVAILABLE
CHAPTER-77	MIS REPORT (Part-7) PIVOT TABLE PART-4 WITH SALES TEAM DATA LIVE EXAMPLE	5:54	AVAILABLE
CHAPTER-78	MIS REPORT (Part-8) MAKING OF SALES CHART IN EXCEL LINE CHART, PIE CHART, BAR CHART, FULLY CUSTOMIZATION	11:58	AVAILABLE
CHAPTER-79	MIS REPORT (Part-9) AUTOMATIC INVOICE SOFTWARE IN EXCEL WITH CHECK BOX, RADIO BUTTON, GST AUTO-LOCAL & CENTRAL	19:39	AVAILABLE



MIS REPORTING

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-80	MIS REPORT (Part-10) SALES DATA MIS REPORT	7:46	AVAILABLE
CHAPTER-81	MIS REPORT (Part-11) TIMELINE CHART WITH SMART ART GRAPHIC STEP UP PROCESS GRAPH	9:20	AVAILABLE
CHAPTER-82	MIS REPORT (Part-12) SCENARIO MANAGER COMMAND	10:35	AVAILABLE
CHAPTER-83	MIS REPORT (Part-13) INDEPENDENT DROP DOWN LIST	7:00	AVAILABLE
CHAPTER-84	MIS REPORT (Part-14) AUTO CHANGEABLE EXCEL DATA EMBEDDING TO WORD NETWORK DAYS FORMULA	7:50	AVAILABLE
CHAPTER-85	MIS REPORT (Part-15) GOAL SEEK TO GET TARGETED VALUE IN CELL QUICK ANALYSIS TOOL	7:56	AVAILABLE
CHAPTER-86	MIS REPORT (Part-16) APPLYING SLICER IN SALES REPORT TABLE, CONVERT TO RANGE, SLICER DESIGN TOOL,	12:25	AVAILABLE
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.	44:32	AVAILABLE

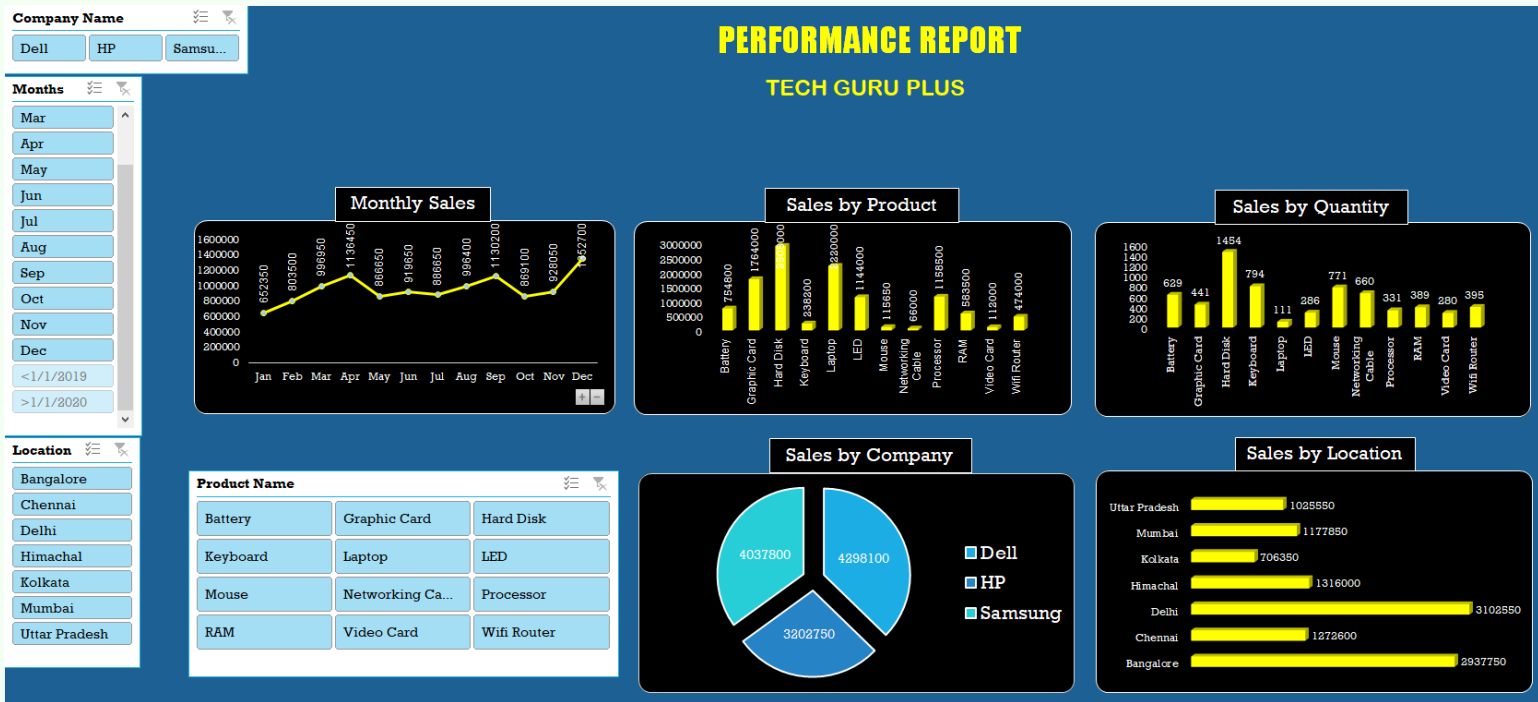


MIS REPORTING

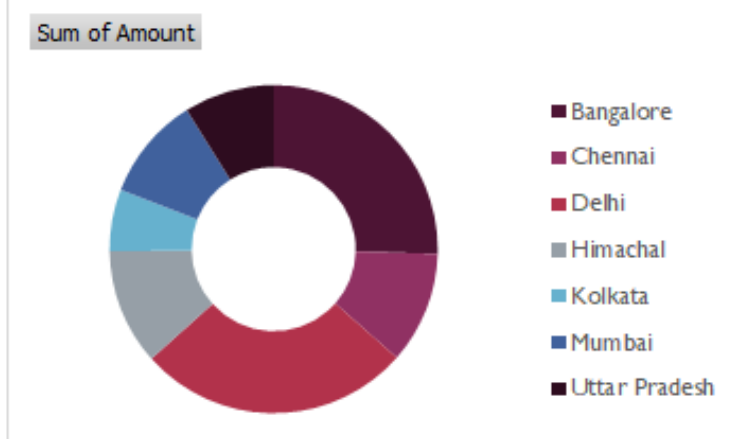
S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-88	MIS REPORT (Part-18) AUTO SEARCH FORMULA SEARCH VALUE AUTOMATICALLY IN GST SALES DATA	11:09	AVAILABLE
CHAPTER-89	MIS REPORT (Part-19) AUTO EXTRACT PARTIES LEDGER IN ANOTHER SHEET FROM BULK DATA USING MACRO AND ADVANCE FILTER AND INTERACTIVE MANUS	19:37	AVAILABLE
CHAPTER-90	MIS REPORT (Part-20) INTERACTIVE 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 HYPERLINK SLICER & TIMELINE CHART SALES TARGET ACHIEVEMENT AUTO CHART SLICER CUSTOMIZATION	47:26	AVAILABLE



SCREENSHOTS

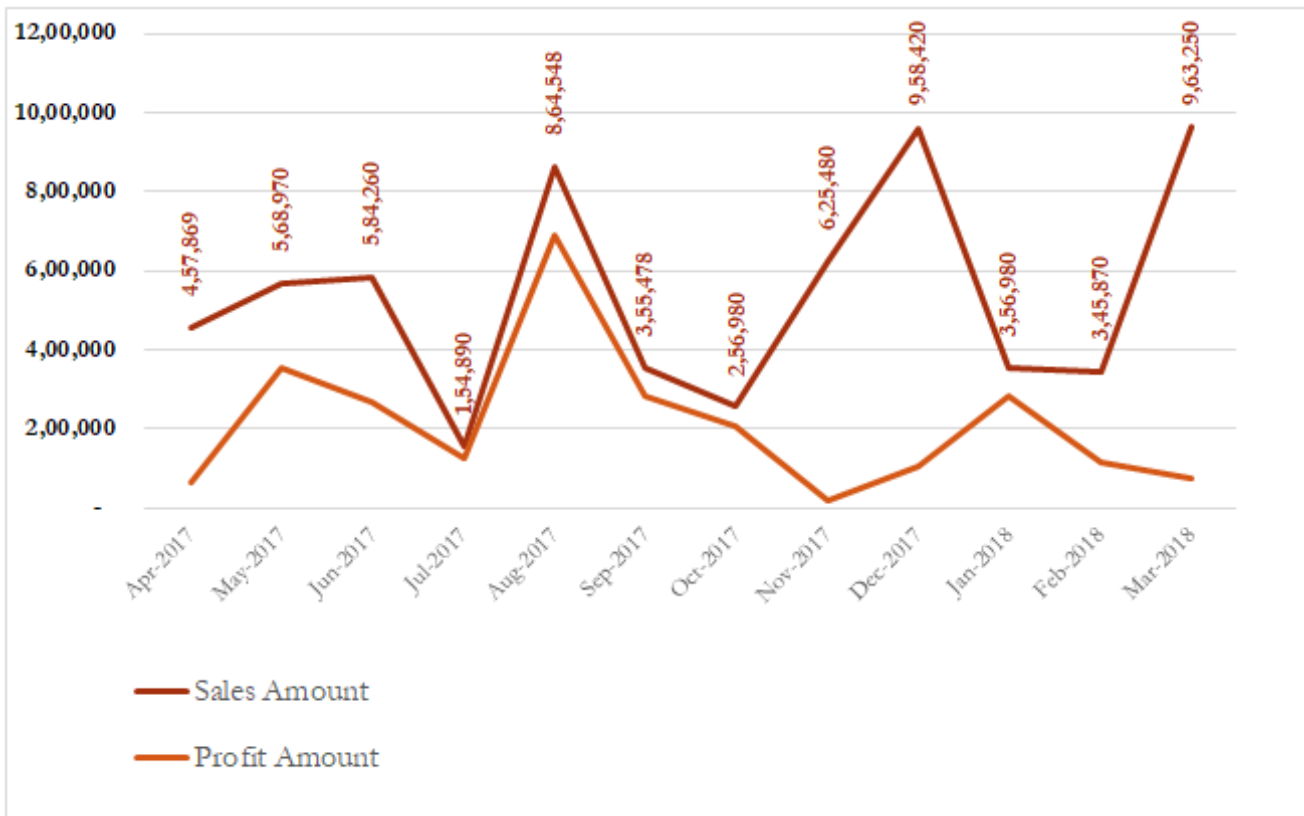


Row Labels	Sum of Amount
Bangalore	2937750
Chennai	1272600
Delhi	3102550
Himachal	1316000
Kolkata	706350
Mumbai	1177850
Uttar Pradesh	1025550
Grand Total	11538650



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

SCREENSHOTS



Monthly Sales Report	
Jan	40000
Feb	20158
Mar	45201
Apr	25896
May	36985
Jun	14569
Jul	74523
Aug	12345
Sep	35690
Oct	85698
Nov	35478
Dec	62510

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	

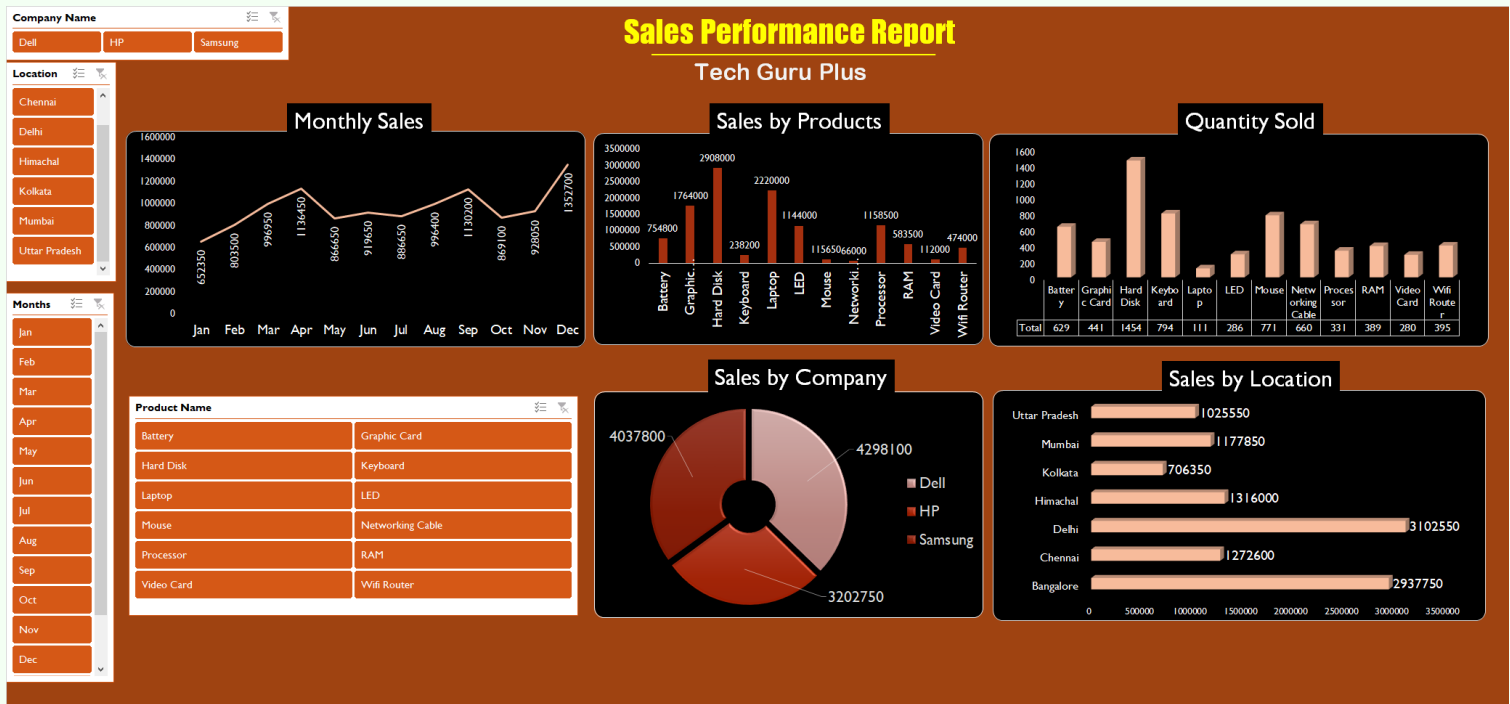
SCREENSHOTS

S.No.	Staff No	Name	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 KESHA 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

SCREENSHOTS



- 1 PAGE MARGINS FULL SETTING
- 2 ORIENTATION AND PAGE SIZE SETTING
- 3 PRINT AREA FUNCTION
- 4 PAGE BREAKS FUNCTION
- 5 WORKSHEET BACKGROUND
- 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

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

Salesman Name ☰ ☒

AMAN
GAURAV
ROHIT

Location ☰ ☒

East India
North East India
North India

South India
South West India
West India

Location ☰ ☒

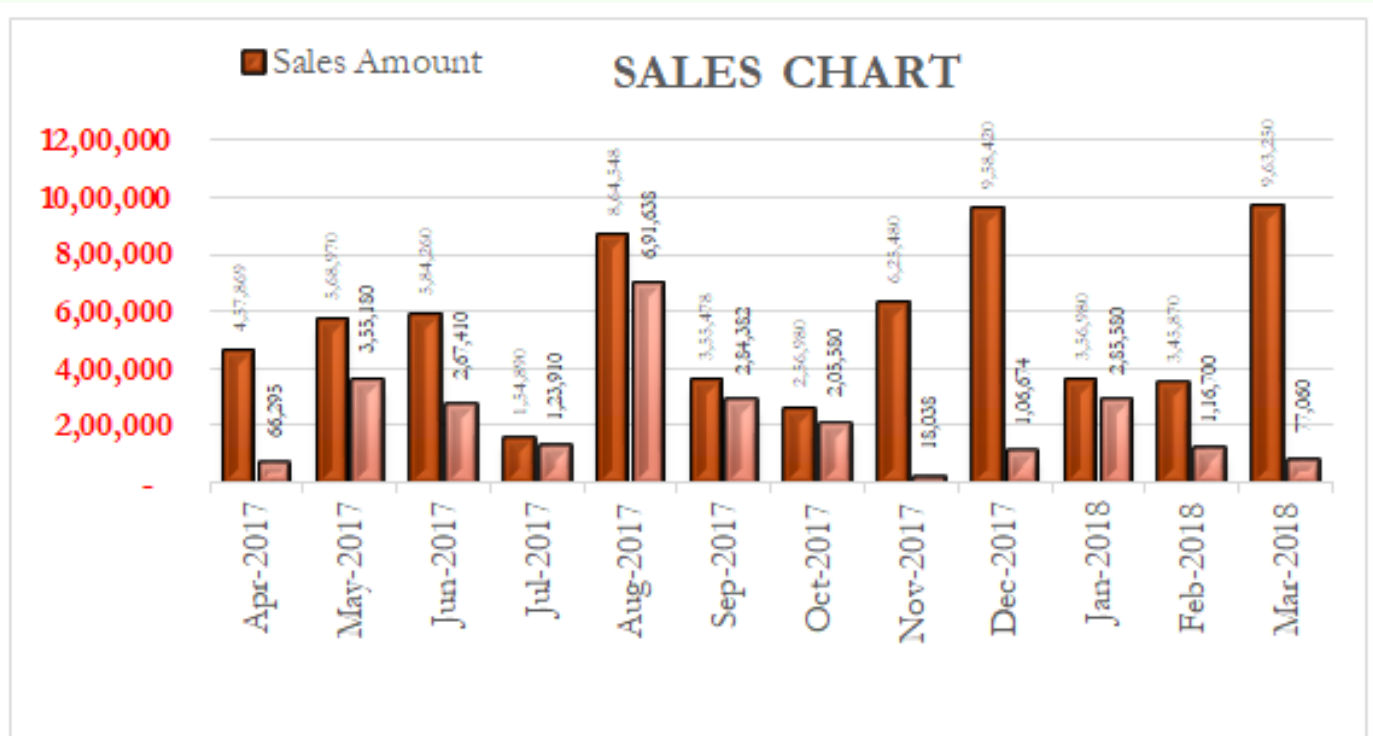
- Bangalore
- Chennai
- Delhi
- Himachal
- Kolkata
- Mumbai
- Uttar Pradesh

Product Name ☰ ☒

Battery	Graphic Card	Hard Disk
Keyboard	Laptop	LED
Mouse	Networking Cable	Processor
RAM	Video Card	Wifi Router

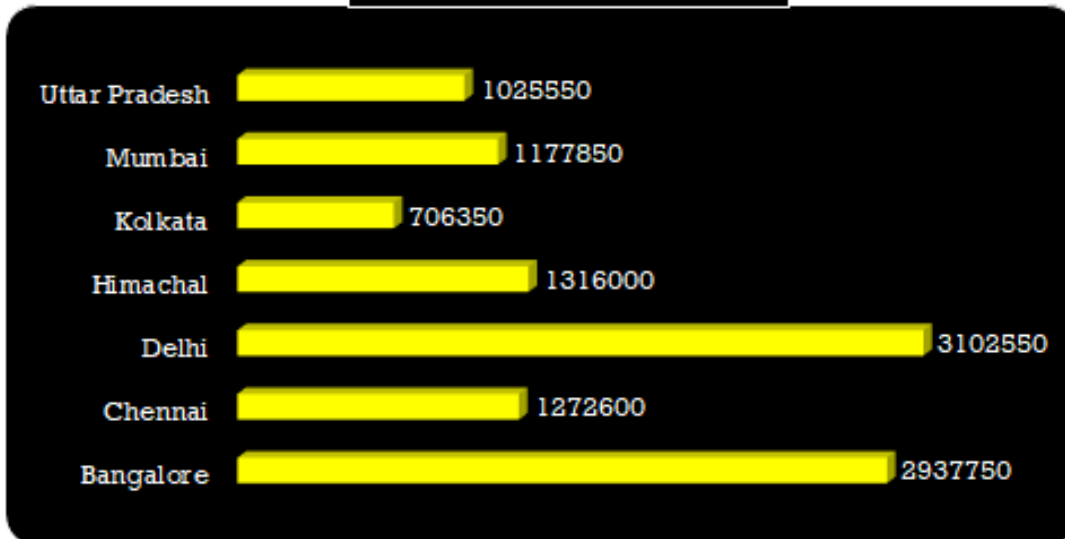
SCREENSHOTS

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

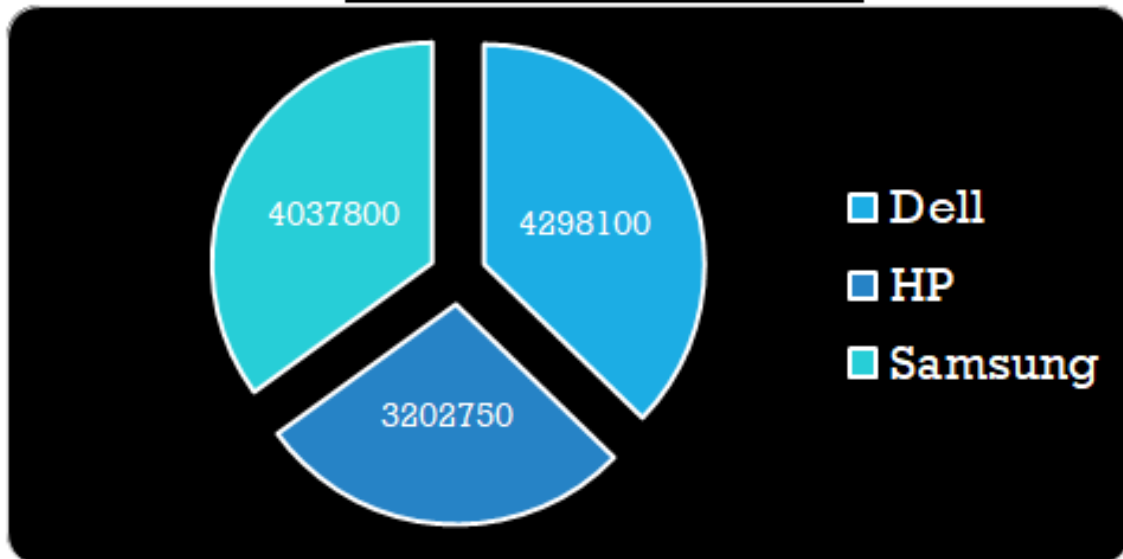


SCREENSHOTS

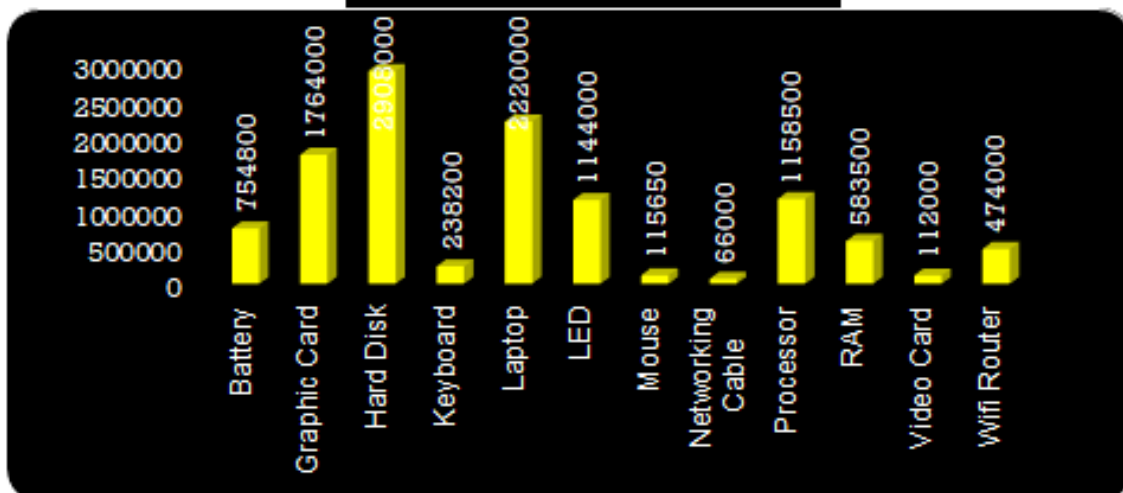
Sales by Location



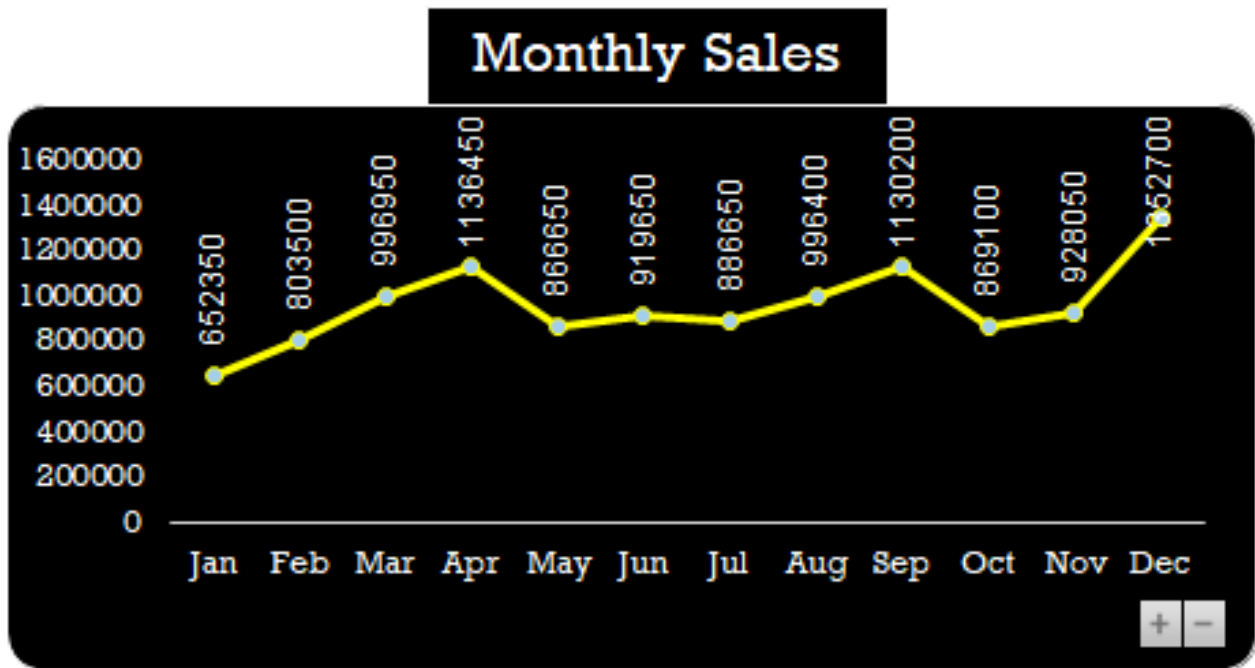
Sales by Company



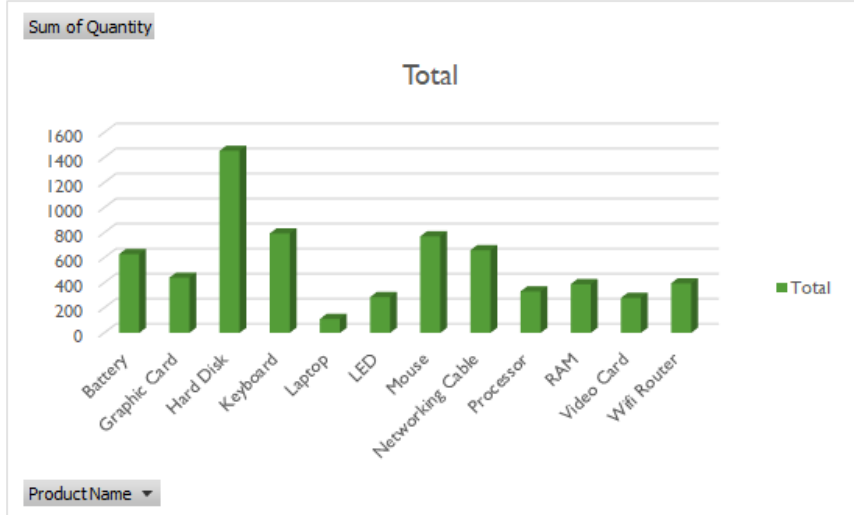
Sales by Product



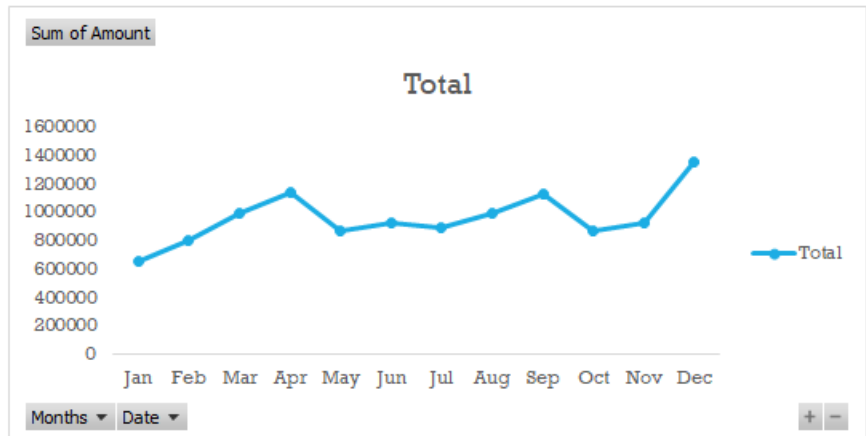
SCREENSHOTS



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



SCREENSHOTS

TECH GURU PLUS		TAX INVOICE		
11/9, Jangpura, Bhogal, New Delhi-110014				
GSTIN: 07AAFD8457JU3				
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
<i>Total Amount (INR - In Words):</i>				
<i>For TECH GURU PLUS</i>				
<i>Authorised Signatory</i>				

DASHBOARD	MAIN DASHBOARD			
<ul style="list-style-type: none"> DASHBOARD SALES AMAZON PRICING LIST OF LOSS TOP AND BOTTOM 	Total Sales ₹ 25,684.00	Stax Purchases ₹ 13,425.14	Item Sold 1478	Total Profit ₹ 4,121.30
			Refund ₹ 68.47	No. of Refund 5
	Profit ₹ 2,428.18	Normal ₹ 2,428.18	Prime ₹ 478.11	Prime Next Day ₹ 1,227.51

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	<input checked="" type="radio"/>
Central	<input type="radio"/>

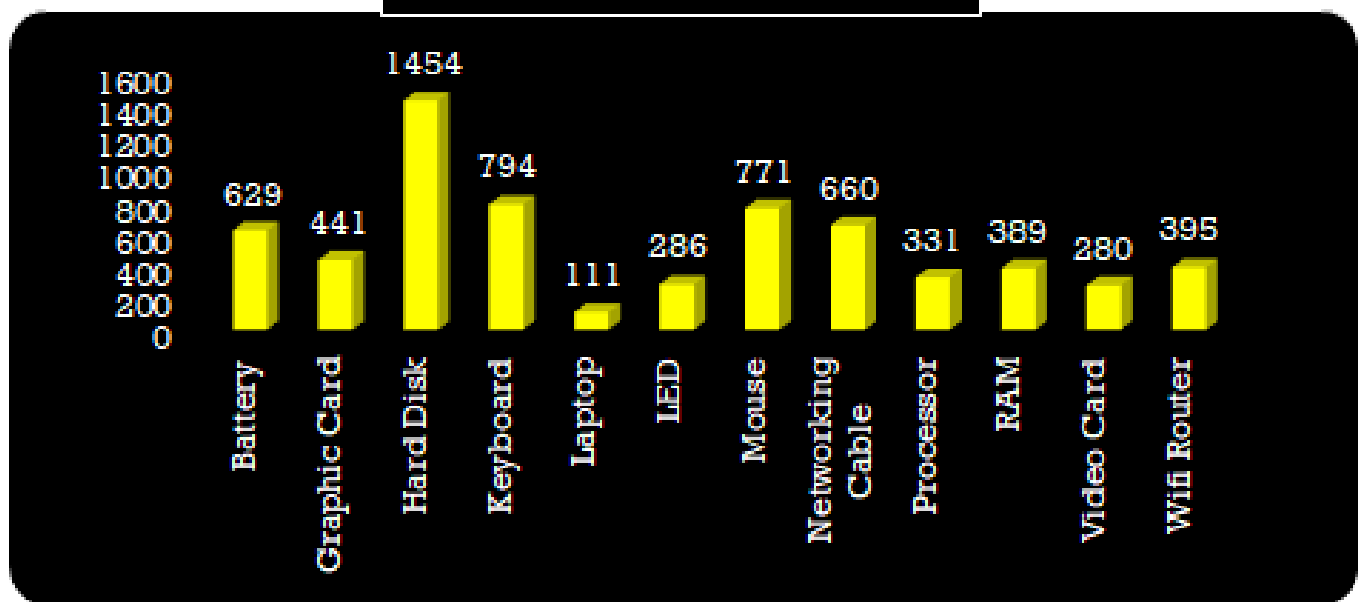
Select	Item Name	Qty.	Price	Amount
<input checked="" type="checkbox"/>	Farm House Pizza	3	500.00	1,500.00
<input checked="" type="checkbox"/>	Double Cheese Margherita Pizza	4	480.00	1,920.00
<input type="checkbox"/>	Peppy Paneer Pizza			
<input type="checkbox"/>	Mexican Green Wave Pizza			
<input type="checkbox"/>	Deluxe Veggie Pizza			
<input type="checkbox"/>	Veg Extravaganza Pizza			
<input type="checkbox"/>	Cheese N Corn Pizza			
<input type="checkbox"/>	Paneer Makhani Pizza			
<input type="checkbox"/>	Veggie Paradise Pizza			
<input type="checkbox"/>	Margherita Pizza			
Total Amount				3,420.00
CGST			6	205.20
SGST			6	205.20
Grand Total				3,830.40

Data 1	POSITION NO.	Data 2	POSITION NO.
LOKANATH DOLAI	10	PRANTIK BHOWMIK	151
ARIJIT SAMAI	9	SOUMYADIP DAS	152
RUPAM SANKI	8	ASRAF FAKIR	#N/A
DEBALINA MAITY	11	ANUPAMA JANA	48
PUJA RUHIDAS	12	PREMA GHORAI	49
DEEP MAITY	13	SUMAN JANA	37
SUVASHREE MALLIK	14	KUHELI PAL	38
KRISHENDU MAITI	15	RUPAM SANKI	3
ARITRA BERA	16	ARIJIT SAMAI	2
SHAMPA MAITY	17	LOKANATH DOLAI	1
SUBHAM MAITY	18	DEBALINA MAITY	4
RIYA MALLIK	19	PUJA RUHIDAS	5
SOMNATH SAMANTA	20	DEEP MAITY	6
SABUJ SAMANTA	#N/A	SUVASHREE MALLIK	7
BRISHTI ROY	21	KRISHENDU MAITI	8

SCREENSHOTS

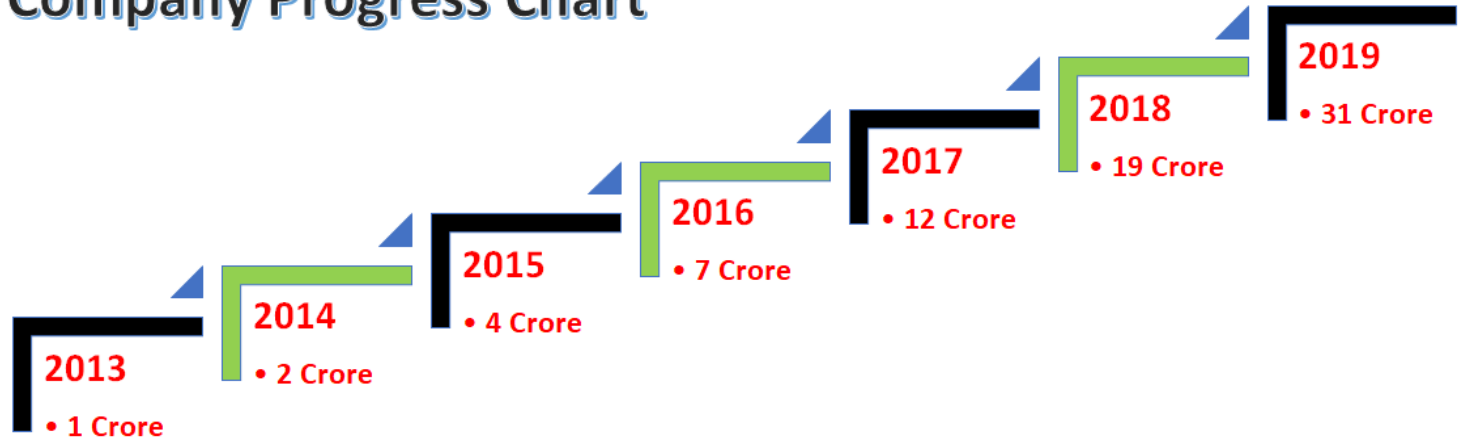
1	→	SPELLING CHECKER FUNCTION
2	→	THESAURUS FUNCTION
3	→	TRANSLATE FUNCTION
4	→	SWITCHING WINDOWS
5	→	USE COMMENT FUNCTION

Sales by Quantity



SCREENSHOTS

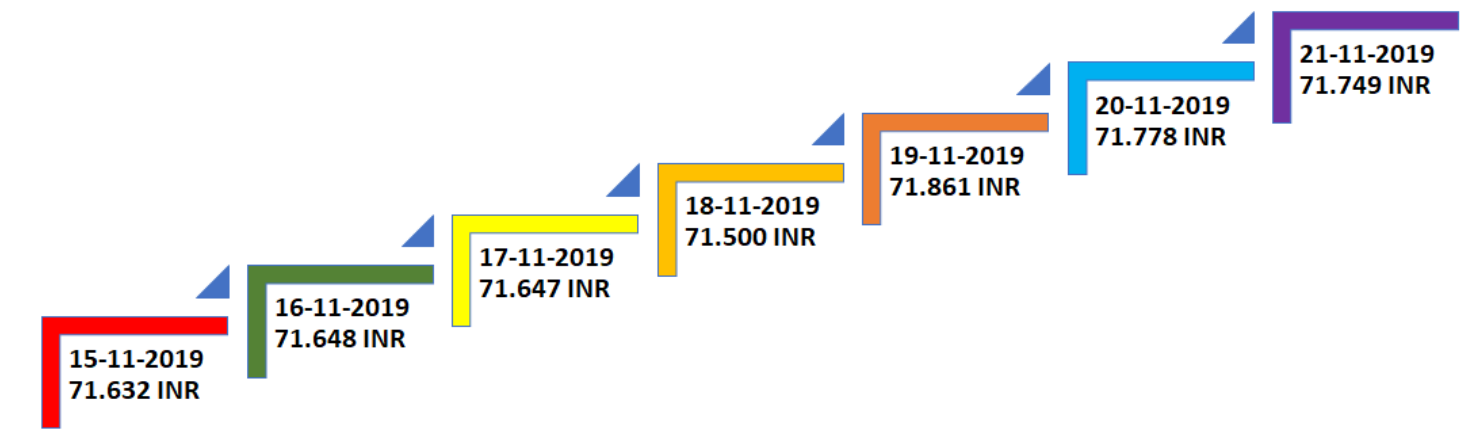
Company Progress Chart



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





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



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.



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..

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.



Buy Now

Other Payment Options

Bank Transfer

Account Name- Nazim Khan

A/c No - 0167104000183253

Bank Name - IDBI BANK

Type - Saving A/c

IFSC Code - IBKL0000167

Swift Code - IBKLINBB010

Branch - New friends colony, New Delhi, India

Paytm

+91 9536250020

Google Pay ID

nazim.khan09.nk@okaxis

Buy Online via Website

TechGuruPlus.com/Excel-Course

My YouTube Channel

[YouTube.com/TechGuruPlusIndia](https://www.youtube.com/TechGuruPlusIndia)