Unati Global Connect Private Limited (UGCPL)
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ONE MONTH ONLINE TRAINING-CUM-INTERNSHIP PROGRAM
POWERED BY UGCPL

Important information related to one-month Training-cum-Internship Program

- On registration confirmation, a common whatsapp group will be formed, where the students will be getting all necessary updates including the joining link (MS Teams / Google Meet) for online sessions.

- Two-hours online session on alternate–day–basis will be held from 3.00 pm to 5.00 pm (A minimum of 30 Hrs in one month). Timing schedule may change on request of majority of the participants

- 25 % of the allocated time will be for real time project work completion.

- Project work will be in group of students (group will be consisting of a maximum of 8 students).

- Submission of complete project report by the participant is mandatory for the Internship Certification–One copy of the project report needs to be submitted at the parent Institution/Department and another copy will be required to be submitted to UGCPL.

- Upon submission of project report in the concerned parent Institute/Department, the participants will be able to download their Internship Certificates within 10 working days from our website (www.ugcpl-india.com). The hard copy of the certificates will be submitted to the T&P Cell of the concerned University/Institute by UGCPL within said time period.

- After successful completion of Training–cum–Internship program, students may submit their copy of certificate along with their updated resume/CV online to UGCPL by e-mail for availing *lifetime free campus placement opportunitie*s offered by UGCPL.

- The participants will have to make their own arrangement of resources like Laptop or PC or smart phone and internet connectivity for attending the sessions through MS Teams/Google Meet platform.

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Course Structure/Schedule of the Training-Cum-Internship on **Advance Excel**

Brushing up Excel -

- Introduction to Excel and its applications
- Basics Ms Excel Tools
- Formatting Worksheets

Formatting Worksheet & Cells -

- Formatting Worksheet
- Formatting Cells
- Formatting Cell Styles
- Conditional Formatting

Data filters: AutoFilter and advanced filters

- Sorting, Customize sorting
- Subtotals
- Cell level validations
- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell
- Using data tables for data analysis

Working with Charts and Analysing Data

- Creating Charts
- Selecting Charts and Chart Elements
- Moving and Resizing Charts
- Changing the Chart Type
- Changing the Data Range
- Switching Column and Row Data
- Choosing a Chart Layout
- Choosing a Chart Style
- Printing Charts
- Deleting Charts
- Creating Sparklines

Advance Page layout -

- Implementing themes
- Setting Print Area
- Setting Print Titles

Working with Formulas & Functions -

- Ranged Formula Syntax
- Simple Formula Syntax
- Writing Formulas
- Inserting Functions
- Financial functions
- Date and time functions
- Statistical functions

- VLookup & HLookup and reference functions
- Database functions
- Text manipulation functions
- Logical functions
- Worksheet and cell information functions

Control-flow statements

- SELECT...CASE
- FOR...NEXT

Using Name Manager

- Creating Names
- Editing Names
- Deleting Names

Mastering PivotTables

- Multiple consolidation ranges
- Customizing PivotTable layout
- PivotTable advanced options
- Pivot Charts

Workbook sharing & Data Manipulation in Excel

- Data Validation in Excel
- Treating Duplicate data in Excel
- What-if-analysis in Excel
- Using Sub Total in Excel
- Workbook protection and sharing

PROJECT WORK FOLLOWED BY PROJECT REPORT SUBMISSION