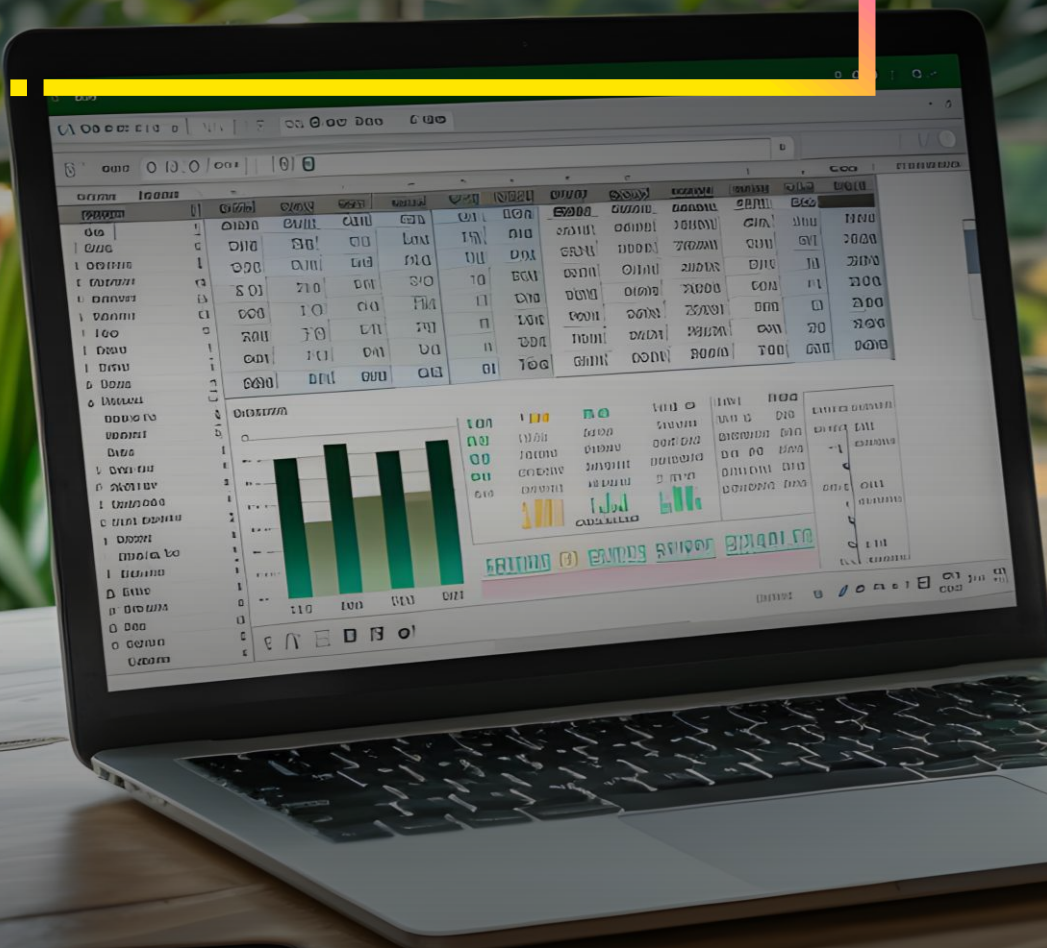


# Certificate in Excel for Business (eLearning)



The better the question.  
The better the answer.  
The better the world works.



Shape the future  
with confidence



## About the course

Microsoft Excel is one of the most powerful and versatile tools used across industries for data management, analysis, reporting and decision-making. This course has been carefully designed to help learners develop skills and techniques in Excel through practical, hands-on training.

The program covers basic operations like formatting, formulas, and data handling to advanced functionalities such as PivotTables and macros. Learners will learn both essential and advanced features of Excel to manage, analyze and present data efficiently. This program prioritizes experiential learning and authentic, real-world problem-solving to enhance educational outcomes.

Learners will gain not only the technical know-how but also the practical application skills that employers value, making this course an ideal choice for both beginners and professionals who want to enhance their Excel expertise.

## Course outcomes

By the end of this program, learners will be able to:



Organize, sort and analyze large datasets effectively



Create well-structured, formatted and professional reports



Confidently apply advanced Excel functions for problem-solving



Clean datasets with zero redundancy for reliable analysis and reporting



Enhance productivity and accuracy in data-driven decision-making





# Agenda

## Module 1:

### Case study

- Data tables in Excel
- Basic cell formatting
- Data filtering and sorting
- Cell grouping
- Conditional formatting
- Freezing panes

## Module 2:

### Case study

- Date formatting
- Flash fill
- Removing duplicates
- Data validation and dropdowns
- Cell merge, custom formatting introduction, wrap text
- Paste special and text to column

## Module 3:

### Case study

- IF function, nested if, IFS, IF AND OR
- Cell referencing basic, absolute, mixed
- Arithmetical functions: IFERROR, SUM, AVERAGE, MAX, AVERAGEIF, MIN, COUNT, COUNTA, COUNTIF, SUMIF, SUMPRODUCT

## Module 4:

### Case study

- Lookup functions: VLOOKUP, HLOOKUP, XLOOKUP
- Index and Match functions
- Tracing precedents and dependents, circular referencing error
- Pivot tables, slicers, pivot charts, value field settings

## Module 5:

### Case study

- Using Index and Match function together to look up values
- Creating dynamic dropdowns for different scenarios
- Offset function basics, using with arithmetic functions
- Text function, ampersand (&) function

## Module 6:

### Case study

- Using custom formatting
- Rounding off functions, MOD function, ABS function
- Find and replace, MONTH, YEAR, NETWORKDAYS, HYPERLINK, TRIM, RANDOM function

## Module 7:

### Case study

- CAGR computation
- PMT function
- TVM Formulae/formulas: NPV, IRR, PV, FV functions
- What-if analysis, data table, single/double variable

## Module 8:

### Case study

- Goal Seek function
- Scenario analysis
- Named ranges
- Macros - absolute, relative referencing
- Creation of construction flags, max and min functions
- Worksheet protection



## Who should take this course

- Students and graduates seeking to strengthen their Excel skills
- Working professionals whose roles involve frequent data handling
- Analysts, entrepreneurs, economists and data professionals seeking to deepen their expertise in Excel
- Individuals looking to improve reporting, productivity and data-driven decision-making

## Certificate and assessment

EY will award a “Certificate of Completion” upon successful completion of the program:

- Assessment will be based on multiple-choice questions (MCQs)
- Learners will get three attempts to clear the assessment
- Learners need to achieve a minimum score of 50% to pass the examination

### Program Fee

- INR 5,000 plus taxes for Indian participants
- US\$120 for participants outside India

### Contact

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## Course deliverables

- Approximately 8 hours of comprehensive learning videos and content
- Online assessment
- Certificate of completion
- Query support through email
- Six months of LMS access

## Our other eLearning courses

- Certificate in IFRS
- Certificate in US GAAP
- Certificate in Business Valuation
- Certificate in Exploratory Analytics in Python
- Certificate in Finance for Non-Finance Managers
- Certificate in Financial Modelling and Valuation
- Certificate in Blockchain Technology
- Certificate in Data Visualization Using Tableau
- Certificate in Ind-AS
- Certificate in Business Intelligence using Power BI
- Certificate in Advance Analytics using R
- Certificate in Lean Six Sigma Green Belt
- Certificate in Artificial Intelligence and Machine Learning in Python
- Certificate in Predictive Analytics in Python
- Certificate in HR Analytics
- Certificate in Supply Chain Analytics
- Certificate in Marketing Analytics



## About EY Learning Solutions

In today's testing business environment, with organizational transformation and regulatory change as constant features, a flexible and cost-effective workforce is critical. High-quality training is a crucial element of innovative talent management to improve performance and ensure that your teams can respond to today's challenges and are equipped for career success.

EY Learning Solutions supplements the primary range of services and provides business-specific training solutions for our clients and business communities throughout India, Europe, the Middle East and Africa. This is done with the help of a multidisciplinary team of trainers from around the world. As a globally integrated firm, we bring global insight into our training programs.

All training programs are regularly updated to reflect changing trends and guidance. Our practical, relevant and stimulating courses are facilitated by highly competent trainers who have first-hand knowledge of the subject matter. We recognize that each client will have a different history, size, location and sector. Therefore, programs can be tailored to the specific needs of your business.

*For details contact*

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EYIN2509-015  
ED None

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