अपना कंप्यूटर सेंटर
आपका अपना डिजिटल प्रशिक्षण संस्थान

PROFESSIONAL CERTIFICATION

ADVANCED EXCEL, AI & DATA AUTOMATION

Comprehensive Master Training | Advanced Excel, AI Tools for Office Productivity & Financial Analytics

1 Advanced Excel Basics

- **Customizing Options:** Workspace customization and defaults.
- **Cell Referencing:** Absolute (A1) & Relative (A1) formulas.
- **Worksheet Security:** Locking cells and sheet protection.
- **Data Filtering:** Multi-level sorting, AutoFilter & Advanced Filter.

2 Advanced Formulas & Functions

- **Logical Functions:** IF, AND, OR, NOT & Nested IF logic.
- **Lookup Functions:** VLOOKUP, HLOOKUP, MATCH & INDEX.
- **Lookup Precision:** Exact Match vs. Approximate Match.
- **Dynamic Lookups:** VLOOKUP with Tables & Sheet Consolidation.

🤖 AI TOOLS & OFFICE AUTOMATION MODULES

3 AI for Excel & Spreadsheets

- **AI Formula Generator:** ChatGPT & Claude prompt engineering for Excel formulas.
- **Automated Data Cleaning:** Using AI to clean messy text, addresses, and lists.
- **VBA Code Generation:** Writing complex macros using AI prompts without coding.

4 AI Productivity Tools

- **Document Creation:** AI tools for drafting automated letters, reports & emails.
- **AI Data Analysis:** Uploading CSV/Excel to AI for instant chart insights.
- **Smart Presentation:** Auto-generating PowerPoint slides using AI tools.

5 Advanced Reports, Analytics & Pivot Tables

- **Subtotals:** Single & Multi-level subtotals creation.
- **Pivot Tables:** Dynamic Pivot Tables & Pivot Charts.
- **Advanced Features:** Slicers, Timelines, Running Totals.
- **Consolidation:** Merging multi-sheet & external data.
- **AI & Pivot:** AI-powered insights on tabular datasets.
- **Calculated Fields:** Custom calculated formulas in Pivots.

कोर्स की मुख्य विशेषताएँ (Key Course Highlights)

100% Practical Training	**AI Tools Hands-on Practice**	**Separate PC for Every Student**	**Course Completion Certificate**

VBA & MACRO AUTOMATION SPECIALIZATION

6 If-Then Statements & Logic

- Logical Operators & Select Case constructs.
- Tax Rate Calculators & Mod Operator logic.
- Prime Number Checker & Finding Nth highest value.
- Summing cells by fill color & deleting blank rows.

7 Loops & Logic Structures

- Looping through Defined Ranges & Entire Columns.
- Do Until Loops, Step Keyword, and Pattern creation.
- Randomly sorting data & removing duplicates.
- Complex automation logic & calculations.

8 Macro Errors & Debugging

- Step-by-step Debugging tools & breakpoints.
- Error Handling with the `Err` Object.
- Interrupting executing macros & proper code comments.

9 String, Date & Time Functions

- Separating, reversing strings & word counts.
- Date comparisons, DateDif function & Weekday logic.
- Scheduling tasks & macro execution delay.

10 Events, Arrays & Functions

- Before DoubleClick events & active cell highlighting.
- Dynamic Arrays, Array Functions, and Bounds.
- User Defined Functions (UDF) & custom formulas.

11 ActiveX Controls & UserForms

- TextBox, ComboBox, CheckBox & Spin Buttons.
- Building automated Loan & Currency Calculators.
- Multi-page interactive UserForms & Progress Bars.

हमारे अन्य प्रमुख कोर्सेज (OTHER KEY COURSES)

RS-CIT Course	Tally Prime + GST	AI Tools Training	Typing Master
सरकारी मान्यता प्राप्त	Complete Accounting	ChatGPT & Automation	Hindi & English

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आज ही एडमिशन लें!