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Campus to Corporate

Available in Hindi & English language

Course ID: COURSE7385

COURSE INCLUDES

- Resource files available with tutorials
- Access on Mobile, Laptop or TV
- Get a printable certificate after completing the course
- Self-paced learning with lifetime access

THIS COURSE IS FOR :

- Students interested in managing the daily tasks with ease in an organization.
- Students who want to manage large data base.
- Students who want to create professional presentation.
- Professionals or Entrepreneurs who want to promote their business products or services through a video presentation.

COURSE TOPICS

- Learn Microsoft Excel, Access, VBA and PowerPoint from Beginner to Advanced Level
- Learn to read data through Conditional Formatting & Data Validation
- Learn to use formulas like IF, VLOOKUP, INDEX, MATCH functions and many more
- Learn to create dynamic reports by mastering the most popular tools like Pivot Tables
- Learn to Automate your daily tasks through Macros and VBA
- Learn to perform Cause & Effect Analysis using Fishbone
- Learn to use Inner join, Left join & Right join
- Learn to use multiple Select Queries
- Learn to use Append & Delete Query
- Learn to use SQL Statements in MS-Access
- Learn to download data from FTP using Batch Files
- Learn to create Sort Unique values and Export them in Excel
- Learn to send Email from VBA using Outlook
- Learn the Golden rules for a successful presentation
- Create a fully-animated and transition-filled business presentation
- Learn to create Video Presentation by adding images, sound files or Small videos using the WonderShare Filmora Software
- Students will be introduced to the Sound System of Learning English
- Students will be able to learn through commonly used sentences
- Students will listen to various current topics in English and practice
- Learn Digital Marketing to promote your business online
- Learn to find royalty-free images or videos to create content for your Organization
- Learn to promote with Google, Facebook, Instagram, YouTube, LinkedIn, etc.
- Learn Search Engine Optimization with Google
- Learn importance and usage of Hashtags