MUSLIM COLLEGE OF EDUCATION

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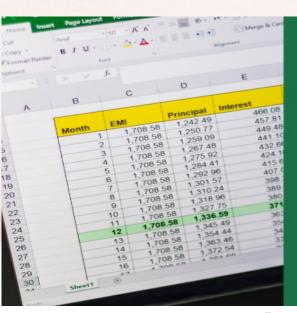
அறிவு வளர அருள்புரிவோம்

Accredited with 'B' Grade by NAAC

**No.1, New Street, Thiruvithancode,
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CERTIFICATE COURSE IN DATA ANALYSIS AND FUNDAMENTAL IN EXCEL

Course Co-ordinator :
Mrs. Sreeja

Resource Person :
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HoD, Dept. Computer Science
Muslim Arts College

Muslim College of Education offers certificate course in MS-Excel. It helps to demonstrate advanced skills in computer programming as a qualified software developer. Microsoft Excel Courses helps to demonstrate the student's ability to create an online presentation, or professional newsletter and grow critical thinking skills as well as concept application.

This certificate course in Microsoft Excel Course is an introductory program, which are intended for beginners to mid-range candidates, who want to get immediate jobs in relevant industries. Microsoft Office including MS Excel, MS Word & MS Power Point etc. are used by individuals both in their personal and professional sphere. In fact, knowledge of Microsoft usage is one of the basic requirements for most of the job profiles. Microsoft credential establishes base on using MS Excel for managing data. Extensive understanding of Microsoft programs is showcased with MS certification and can build a strong grounding in IT for career prospects.

Data in today's world really means something. In order to support your view or idea, you need adequate data to put forward. In such situations, MS Excel is one of the best programs to rely on. This application can be used for extensive formatting and data collation and can bring different files together and sort data.

Microsoft program being available online is a generation next big thing. You can share your work with business leaders and stakeholders through online from anywhere. This makes work more flexible and your ability to function MS programs easily make you a star leader at work.

Training should be given in creating

- ★ Cell Referencing
- ★ Tables and Borders in Excel
- ★ Date and Time in Excel
- ★ Sorting and Filtering
- ★ If-Else condition
- ★ General functions in Descriptive Analysis