



MICROSOFT EXCEL

Certificate Course by eAsia Academy



www.easiaacademy.com

ABOUT eAsia Academy

At our core, we are a Practice-based Ed-Tech platform built on one simple belief — learning becomes meaningful only when you apply it.

We go beyond theory to deliver hands-on, real-world experience that strengthens understanding, builds confidence, and converts knowledge into actual skills.

Through guided practice, industry-relevant tasks, and experiential learning modules, we empower learners to not just learn — but to do, create, solve, and excel.

Whether you're upskilling, exploring a new field, or preparing for your next career leap — our platform ensures you gain the practical mastery needed to thrive in the real world.



MICROSOFT EXCEL CERTIFICATION PROGRAM

About the Program

The MS Excel Certificate Course is designed to equip learners with essential to advanced spreadsheet skills required in modern workplaces. This course provides hands-on training in data entry, data management, formulas, functions, data analysis, and visualization. Learners gain practical experience by working with real-life datasets and scenarios commonly used in business, finance, research, and administration. The training is suitable for students, professionals, job seekers, and anyone who wants to enhance productivity and analytical capabilities using Microsoft Excel.



COURSE OBJECTIVES

By the end of the course, participants will be able to:

- › Understand the fundamental features and interface of Microsoft Excel.
- › Use essential formulas and functions to perform calculations and automate tasks.
- › Organize, clean, and manipulate data efficiently.
- › Create charts, graphs, and dashboards for effective data visualization.
- › Use advanced Excel tools such as PivotTables, conditional formatting, and data validation.
- › Apply Excel techniques to solve real-world business problems.
- › Improve speed, accuracy, and confidence while working with spreadsheets.





Mr Yash Sharma

Expert

Senior Cloud Service Manager with 10 years of experience delivering ITSM excellence, managing escalations, and driving customer success across APAC, EMEA, and NA regions.

Certified in ITIL V4 and Six Sigma White Belt, with AWS Solutions Architect knowledge, Specialized in aligning cloud service operations with business objectives, enhancing service reliability, and building strong customer relationships.

LEARNING OUTCOMES

After successfully completing the course, learners will be able to:

- Navigate and customize Excel workbooks and worksheets.
- Use formulas such as SUM, AVERAGE, IF, VLOOKUP, HLOOKUP, INDEX, MATCH, and more.
- Apply conditional formatting to highlight patterns and trends.
- Create and analyze PivotTables and PivotCharts.
- Use data analysis tools like Goal Seek, What-If Analysis, and Solver.
- Design interactive dashboards using charts, slicers, and formatting tools.
- Manage large datasets using sorting, filtering, and advanced data cleaning techniques.
- Automate repetitive tasks with basic Macros (optional/advanced section).



TEACHING TOOLS & METHODOLOGY

The course uses a blended and practical teaching approach, including:

- Instructor-led demonstrations of Excel features.
- Hands-on practice sessions with real datasets.
- Step-by-step video tutorials (optional).
- Interactive classroom exercises and mini-projects.
- Assignments, quizzes, and case studies for continuous assessment.
- Projects to apply learned skills in real business scenarios.
- Learning Management System (LMS) for digital resources (if available).



COURSE CONTENT

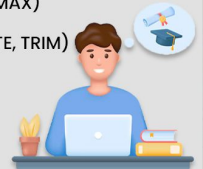
MODULE 1: INTRODUCTION TO EXCEL

- Understanding Excel interface
- Workbook & worksheet management
- Cell referencing (Relative, Absolute, Mixed)
- Data entry basics and formatting



MODULE 2: BASIC EXCEL FUNCTIONS

- Basic formulas (SUM, AVERAGE, COUNT, MIN, MAX)
- Text functions (LEFT, RIGHT, MID, CONCATENATE, TRIM)
- Date & time functions
- Logical functions (IF, AND, OR, NOT)



MODULE 3: INTERMEDIATE EXCEL SKILLS

- Conditional formatting
- Sorting & filtering
- Data validation
- Named ranges
- Working with tables



MODULE 4: ADVANCED FUNCTIONS

- Lookup functions (VLOOKUP, HLOOKUP, XLOOKUP)
- INDEX & MATCH
- Advanced conditional functions (SUMIF, COUNTIF, SUMIFS, COUNTIFS)
- Error handling functions (IFERROR, ISERROR)



MODULE 5: DATA ANALYSIS TOOLS

- PivotTables and PivotCharts
- What-If Analysis (Goal Seek, Scenario Manager, Data Tables)
- Data cleaning with Text-to-Columns, Flash Fill, Remove Duplicates
- Introduction to Power Query (optional)



MODULE 6: DATA VISUALIZATION

- Creating charts and graphs
- Formatting and customizing charts
- Sparklines
- Dashboard design principles
- Interactive dashboards with slicers



MODULE 7: AUTOMATION & ADVANCED TOOLS (OPTIONAL)

- Introduction to Macros and VBA
- Recording simple macros
- Protecting sheets and workbooks
- Collaboration tools (comments, sharing, co-authoring)



MODULE 8: FINAL PROJECT & ASSESSMENT

- Real-world project using Excel
- Practical assessment
- Certification upon completion
- Sample Certificate





FREQUENTLY ASKED QUESTIONS (FAQS)

MS Excel Certificate Course

1. Who can enroll in this course?

Anyone interested in improving their Excel skills can join. The course is suitable for students, working professionals, job seekers, business owners, and individuals who want to enhance their data-handling and analytical abilities.

2. Do I need prior knowledge of Excel to take this course?

No prior experience is required. The course starts from basic concepts and gradually moves to intermediate and advanced topics. Even beginners can easily follow.

3. What software do I need for this course?

You will need Microsoft Excel (preferably Excel 2016 or later). The course concepts are also compatible with Office 365.

4. Is this course suitable for beginners?

Yes, the course is designed for absolute beginners as well as intermediate learners who want to strengthen their Excel skills.

5. What will I learn from this course?

You will learn everything from basic functions and formulas to advanced tools like PivotTables, charts, conditional formatting, dashboards, and data analysis techniques.

6. How long is the course duration?

The duration varies depending on the institution or mode of learning, but typically ranges from 20 to 40 hours of instruction and practice.

7. Will I receive a certificate after completing the course?

Yes. Upon completing all modules and passing the final assessment, you will receive a **Certificate of Completion**.

8. Are there any exams or assessments?

Yes. The course includes quizzes, assignments, and a final project or assessment to test your practical skills.

9. What teaching methods are used?

The course uses instructor-led demonstrations, hands-on exercises, video tutorials, case studies, and real-world datasets to ensure practical learning.

10. Do I need a laptop to attend the course?

Yes, having a laptop with MS Excel installed is recommended so you can participate in practice exercises and assignments.



ADMISSION PROCESS

MS Excel Certificate Course

1. Submit Application Form

Interested candidates must fill out the online or offline application form provided by the institution. The form requires basic personal details, educational background, and contact information.

2. Document Submission

Applicants may be asked to submit the following documents:

- A copy of a valid ID (Aadhaar card, passport, etc.)
- Passport-sized photograph
- Highest educational qualification certificate (if required)

3. Eligibility Check

The admissions team reviews the application to ensure the candidate meets the basic eligibility criteria. *(Most institutions have open eligibility for this course, so no strict requirements apply.)*

4. Confirmation of Admission

Once the application is approved, the candidate receives an **Admission Confirmation** through email, SMS, or phone call. This includes details about course schedule, batch timings, and payment instructions.

5. Payment of Course Fee

The applicant must pay the course registration fee or full course fee (as applicable) to secure their seat.

Payments can usually be made via:

- Online payment gateway
- Bank transfer
- UPI
- Cash (for offline admissions)

6. Enrollment & Orientation

After fee payment, the candidate is officially enrolled in the course. They will receive:

- Study materials
- Course timetable
- Information about the first class
- Access to learning platforms (for online mode)

An orientation session may be conducted to introduce the course structure, instructors, and learning expectations.

7. Commencement of Classes

Classes begin as per the scheduled start date. Students are expected to attend sessions regularly and participate in assignments and assessments.

GET IN TOUCH WITH US



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