

## **Certificate Course in Spreadsheet**

### **Course Details**

- 1. Spreadsheet introduction**
- 2. Formulas & Functions**
- 3. Creating sheets**
- 4. Applying functions**
- 5. Absolution, Relative & Mixed cell references**
- 6. Sorting, Searching, Filters, Advanced Filters Goal Seek**
- 7. Consolidations**
- 8. Naming cells & using them**
- 9. Pivot table & Charts**
- 10. Different types of charts**
- 11. Math functions**
- 12. Logical functions**
- 13. Conditional functions**
- 14. Trigonometric functions**
- 15. Creating charts**
- 16. Practical Assignments**

**For more details: KS Technologies : +91-8487042221, 9824507547**