

ADVANCED MS-EXCEL WORD & POWERPOINT Course



**Quality Assured
Doubts Resolution
Live Queries Sessions
Duration : 2 weeks
Level : Advanced**

Available In English & Hindi

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A man and a woman in business attire are looking at a tablet together. The woman is on the left, wearing a brown blazer over a white blouse, and the man is on the right, wearing a dark suit and tie. They are both smiling and looking at the tablet. The background is a blurred office setting.

About Munshi

As per the today's scenario of the industry you will have to be capable enough to perform all the expected tasks otherwise you will be easily replaced. Munshi is the brainchild of Ms. Ankita Mahajan, with a view that even when people start earning & becomes independent, they still needs the guidance & assistance during the course of their working as no one is born perfect with a knowledge of everything & if they will not keep them updated, they can be easily replaced by the capable ones. Ms. Ankita Mahajan who is a chartered Accountant by profession has introduced this learning platform & build multiple programs for the people whose main focus is just the practical training which will help you in your workplaces with an aim to build strong foundations among the people who are ready to learn new things, accept new challenges & wants to remain updated in their professional life.

Why Persue Advanced MS-Excel, Word & Powerpoint Course?

Boost in Confidence

Your confidence will be completely on the different level when you have the indepth knowledge of your profession

Salary Hikes

No doubt that the salary of a person having knowledge & practical working experience will be on the higher side as compared to an inexperienced person having bookish knowledge

Start your own Office

With the complete knowledge & work experience you will be able to handle any type of client's work & the confidence that you will have in you will help you to build client's trust & to make new clients as well & start your own Accounting & consultancy firm.

Who can

JOIN ?

- Any +2 pass
- Any graduate or Post graduate
- Junior or senior Accountants
- Financial Analysts or consultants
- Business Owners
- Any other person who
- wants to learn Accounting



Program Highlights



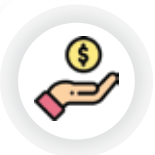
PRACTICAL TRAINING

The concept of training is 100% practical based covering all the issues & points that any person can face while working in actual work environment.



NO EXTRA COST OF ALL UPDATES & AMENDMENTS

All the sessions of the courses will be updated with all the new changes in Accounting & taxation.



HIGHLY AFFORDABLE

The fee structure is highly affordable which any working or non-working individual can afford from their salary or the Pocket money.

No doubt, the prices are affordable but the quality is never compromised by us. The level of training will be best.



LIFETIME ACCESS

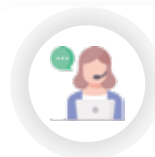
The learners will have lifetime access of the courses they have purchased & they can see any class as & when required



REAL OFFICE DOUBTS & PROBLEMS RESOLUTION

All our students will be having an authority to clarify the doubts or problems which they face while working in their offices related to Accounting & taxation.

Since learning is a continuous process, So, No matter if they have completed their training, still they have a right to ask their work related problems at anytime.



18X7 LEARNERS SUPPORT

Our learners are free to discuss any technical or study related issues with us at anytime between the working hours & their issues are resolved as soon as possible.

Munshi's Advantage

Real Work Doubts Resolution

- Ask your doubts from the students panel
 - Resolution within 24 hours
 - 18x7 students support available
-

Live counselling sessions

- Live sessions are conducted from time to time
 - All the doubts & career related issues will be addressed
 - Anyone can join as per their requirements
-

Learn at Anytime & from Anywhere

- No need to compromise your worklife
- You have access of the classes all the time
- Learn at the comfort of your home at your desired time

Detailed Curriculum

COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE

• MICROSOFT EXCEL - BASIC

- Introduction to Excel - Detailed view of the Excel sheet, information about all the options available one by one & their uses
- Customizing the quick access tool bar
- Shortcut keys
- Entering Data in excel sheets
- How to create,open & save a workbook & Closing, Renaming, inserting & deleting a worksheet)
- Working with Rows and Columns (Inserting and deleting of rows and columns, changing row height and column width)
- fomatting a cell
- format painter
- filter option
- Auto sum Function

• MICROSOFT EXCEL - ADVANCED

- Setting Themes
- Basic functions including sum,average,percentage,minimum, and, maximum function
- How to use formulas and copy and paste a formula
- Sorting
- Creating chart
- Previewing and printing charts and Worksheets
- Applying conditional formatting
- Hiding and unhiding worksheet, workbook, rows and Columns
- Compilation of all the things discussed
- Cell References and its types like Relative cell reference, Absolute cell

COURSE: ADVANCED MS-EXCEL, WORD & POWERPOINT COURSE

- Reference, and, Mixed cell reference.
- Freeze pane
- Macros
- Hyperlink
- Data Validation
- Consolidation
- Data Protection
- Pivot table
- Pivot chart
- Advance Functions
- Advance Charts, Different types of charts, Changing chart data

● MICROSOFT WORD - ADVANCED

- Introduction To Word - Detailed View Of The MS Word Sheet & Their Uses
- Advanced working on MS-Word

● MICROSOFT POWERPOINT ADVANCED

- Creating & altering powerpoint presentation slides, adding animations,
- charts & other advanced features for the effective slides
- Adding videos & audios to the slides



LEARN AND DO PRACTICE WITH US

Assignment & Test Series

- Actual Industrial data as assignments for Practice.
- Test Series (MCQs) conducted for ensuring Proper understanding
- Without clearing the test series, you can't proceed towards the next classes
- This is to ensure your clear & indepth understanding about the topic that you are studying & practicing
- You will not only learn but will do practice with us to gain the confidence in the work you do



Certificate

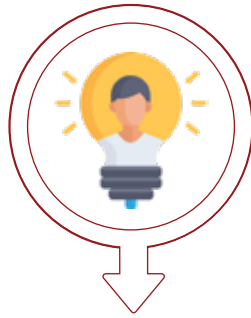
Learners earn a digital certificate upon successful completion of the online Course. You can request for the Hard copy of the certificate delivered at your home as well.

Note: After successful completion, a verified digital certificate will be available for downloading with your name used when registering for the Course.

*All certificate images are for illustrative purposes



How we are going to proceed in the classes



1. Conceptual Understanding



2. Visualisation of the Practical work in the classes

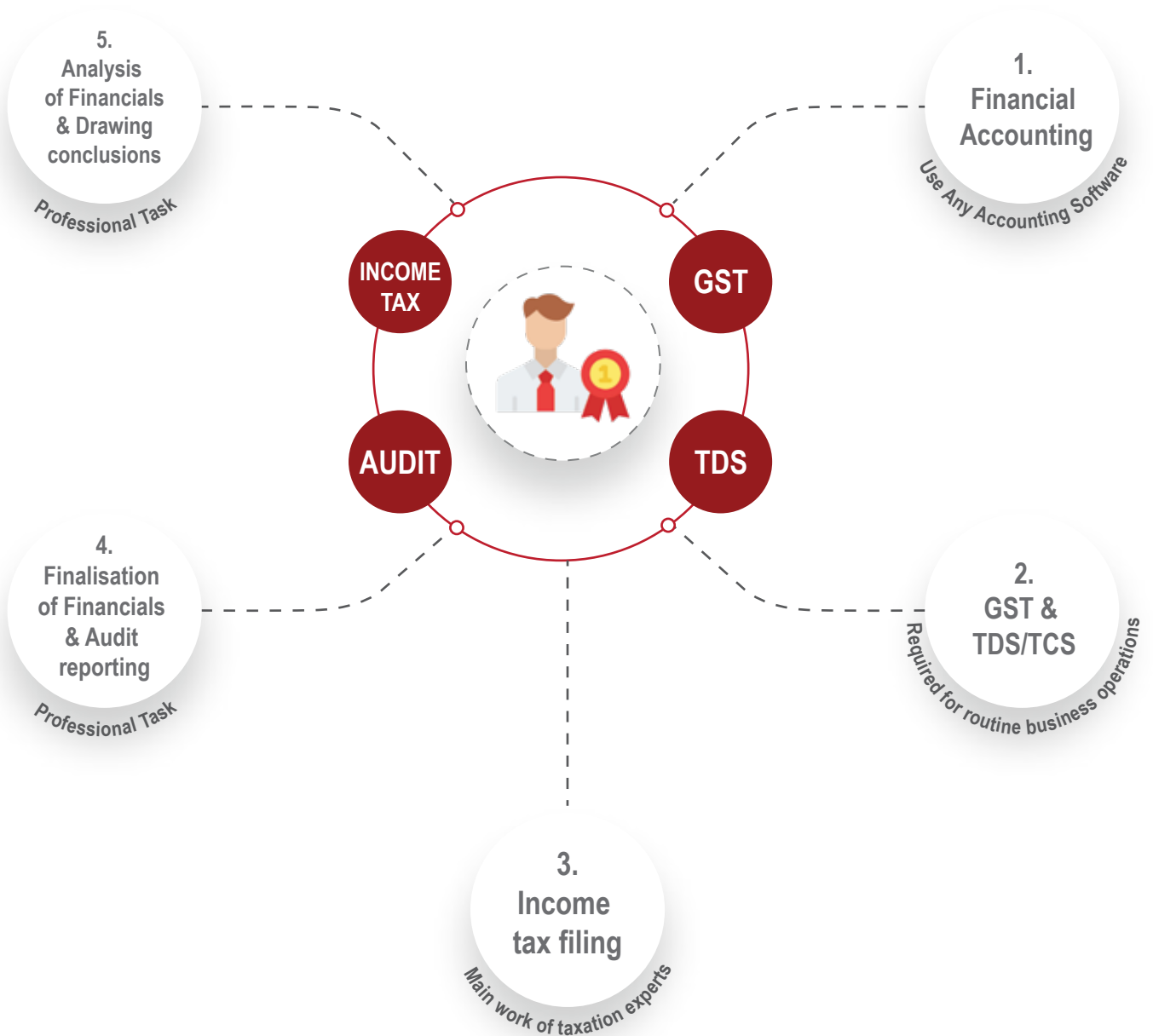


3. Industrial project Assignments for Practice of the learners



4. Conducting Test series on the basis of practice

Learning structure for becoming a Finance & Taxation expert



Meet the **Mentor**

Ankita mahajan, A chartered Accountant by profession is in Practice since qualification. She comes from a joint business family from the city Jalandhar in Punjab State.

With a vision to make those persons highly skilled who have started their careers at the early stage of their life without getting proper professional knowledge & those who are having only bookish knowledge because of which they are not able to grab any job opportunity from the market, She started this online Practical training platform with a flexible timing & lifetime access.

She has taught hundrerds on learners & each one of them praised her way of teaching, her knowledge, understanding & efforts she put for making their careers better. Her vision is to design & deliver the best at the affordable cost so that everyone with their salaries or pocket money could afford the professional learning experience in this expensive world.

With Munshi, Under the guidance on Ms. Ankita Mahajan we promise to equip you with the indepth knowledge & Professional working experience which will not only protect your job in this competitive world, but also enable you for salary hikes & more working opportunities from the market.



Profession of learners who usually join us & what benefit they get



Under Graduates, Graduates & Post graduates

They gain the knowledge & experience which they haven't got in their college curriculum which help them to crack interviews confidently & grab a job



Senior Accountants

Professional level concepts are also covered here which are highly useful for the Senior Accountants as well.



Working Junior Accountants

Junior Accountants face a lot of problems while working in their offices relating to Accounting entries in exceptional situations, taxation, Returns filing etc, All these problems got resolved after having a professional training from Munshi.



Tax consultants/Experts

Indepth knowledge of taxation & analysis is covered with support for their real-time queries & problems during their actual working. A lot of students started their own consultancy firms after gaining the detailed knowledge from us.



Tele-callers or other non finance staff

Some people got fed-up from the tele-calling work & the other works like store keeping etc after doing graduations or post graduations in commerce & they think that they are not rightly placed in their jobs. They get immense benefits after the finance & taxation training from us & they are now capable of shifting themselves to the Accounting & finance department in their company



Sei-Qualified/Qualified-CAs, lawyers & CMAs

Professionals do not always have complete knowledge about everything, they also consider Munshi as a gap filler. Some professionals take taxation bundles, some take auditing. No one teaches you when you are a professional. So, they consider us as a very helpful alternative.

Course Highlights

Duration

2 week

Lifetime access & Learn at anytime

You can access the course anytime after completion as well
Learn as per your availability from your worklife

Doubts resolution & Live Query sessions

Doubts related to your learning or real office
work will be resolved within 24 hours.

Course Fee

Free of cost



Contact us :
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77174-67410

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Contact@munshiindia.com
www.munshiindia.com



Company information

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144001