Mindluster Platform

About the course Master excel skills for beginners

Course Presenter : Ajay Anand

Unlock the power of Excel with this comprehensive beginnerâ€™s training course designed for learners across the Middle East, including Saudi Arabia and the UAE. Mastering Excel skills is essential for enhancing your professional profile and advancing your career in todayâ€™s data-driven world. This online course provides a solid foundation in computer softwares, focusing specifically on essential Excel functions that are vital for effective data management, analysis, and reporting. Throughout this training course, you will learn how to navigate Excel with confidence and efficiency. Key topics include cell formatting, data entry, formulas and functions, data visualization, and basic data analysis techniques. By the end of the course, you will have the practical skills needed to utilize Excel for various professional tasks, making you more valuable to employers seeking skilled professionals in computer softwares. This course is ideal for beginners who want to develop a strong foundation in Excel, professionals aiming to improve their data handling capabilities, or anyone seeking to boost their career growth through enhanced computer skills. Whether you are looking to improve your productivity or prepare for a new job opportunity, this training course is tailored to meet your learning needs. Why choose this course on our platform? We offer high-quality, flexible online learning with expert instructors dedicated to your success. Our certified course ensures that you gain recognized professional skills that can be showcased to potential employers, giving you a competitive edge in the job market. Completing this certification opens doors to a variety of career opportunities, including administrative roles, data entry, finance, marketing analysis, and more. It serves as a valuable stepping stone for further specialization in advanced data management and analysis tools. Upon successful completion, you will receive a certified course certificate, validating your proficiency in Excel and enhancing your professional portfolio. Enroll today to start your journey toward mastering computer softwares and unlocking new career opportunities. Ajay Anand

Computer Softwares Category's Courses

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Lesson 1 : **How to Auto Number Rows in Excel**

Lesson 2 : **How to create a GST Bill format in Excel**

Lesson 3 : **Import Text files into Excel 5 Methods**

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Lesson 5 : **Sort Names in the Alphabetical Order Last Names SORTBY Function**

Lesson 6 : **Sort Names in the Alphabetical Order Last Names SORTBY Function**

Lesson 7 : **Import Linkedin Contacts into Excel**

Lesson 8 : **Fill the blank cells in Excel**

Lesson 9 : **Fill the blank cells in Excel**

Lesson 10 : **Fill the blank cells in Excel**

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Lesson 17 : **How to Unpivot Data data in Excel**

Lesson 18 : **Import Text files into Excel**

Lesson 19 : **Import Text File into Excel using Power Pivot**

Lesson 20 : **Import Text File into Excel using Power Pivot**

Lesson 21 : **Drop Down List that hides used Items**

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Lesson 31 : **How to move Worksheets between Excel Workbooks**

Lesson 32 : **Highlight the High and Low Points of a Chart in Excel**

Lesson 33 : **Highlight the High and Low Points of a Chart in Excel**

Lesson 34 : **Insert a Blank Row after Every Row in Excel**

Lesson 35 : **Insert a Blank Row after Every Row in Excel**

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Lesson 47 : **How to Connect Tables in Excel**

Lesson 48 : **How to connect Google Sheets to Excel**

Lesson 49 :

Create PDF from an Excel sheet using a Single Click Macro for Generating PDFs from Excel sheets

Lesson 50 : **How to Reverse a List in Excel 3 Methods**

Lesson 51 : **5 different methods to Find the Top n Numbers in Excel**

Lesson 52 : **How to create Dependent Drop Down Lists using Excel Table**

Lesson 53 : **How to Remove Duplicates in Excel**

Lesson 54 : **5 different methods to Split Data in Excel**

Lesson 55 : **How to Insert PDF file into an Excel File**

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Lesson 57 : **Find the matching values between 2 Tables in Excel**

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Lesson 65 : **Calculate Age from Date of Birth in Excel**

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Lesson 70 : **Create the list of files in a folder and link it to Excel without VBA**

Lesson 71 : **7 methods to Copy formula into adjacent cells below in Excel**

Lesson 72 : **How to print a Large Excel sheet into One page**

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Lesson 74 : **Excel formula to Pick 3 random values from a list without Duplicates**

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Lesson 76 : **How to Join Tables using VLOOKUP formula in Excel**

Lesson 77 : **How to convert URL into QR Code using Excel**

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Lesson 79 : **Formula to Calculate Time Difference in Excel**

Lesson 80 : **Excel formula for Multiple Match Results**

Lesson 81 : **How to send WhatsApp Messages from Microsoft Excel**

Lesson 82 : **Excel Custom Formatting Technique to display Variance with Symbols**

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Lesson 84 : **Greatest Excel Tricks of all time**

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Lesson 89 : **Consolidate data in Excel**

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Lesson 97 : **How to Compare Two Excel Sheets and find differences**

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