MS EXCEL

ADVANCED EXCEL

2026
PDF
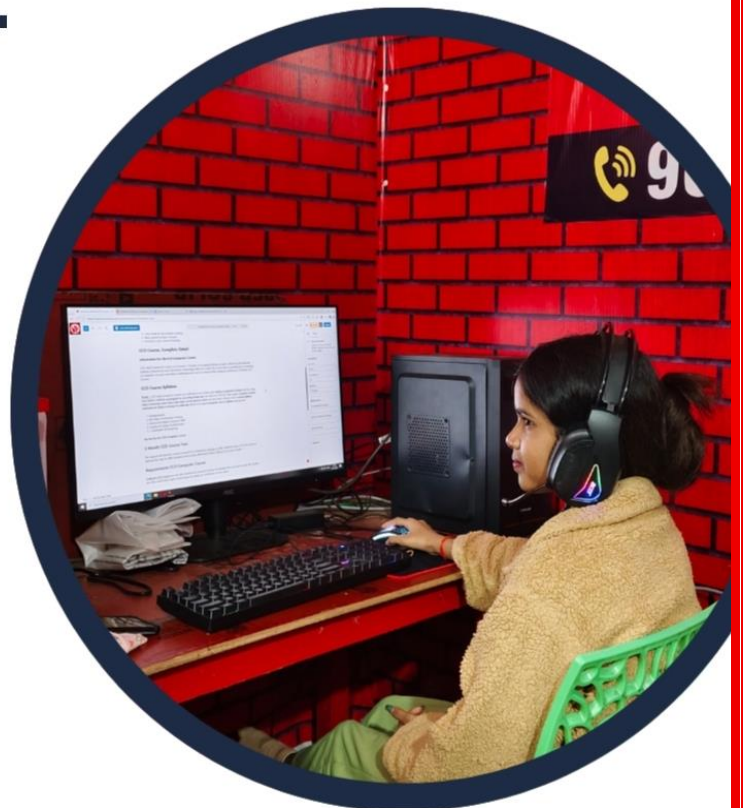
Table of Contents

MS Excel Course Fees, Duration, Best Syllabus, Scope, Top 10 Jobs and Institutes in Varanasi

MS Excel Course in Varanasi

1. MS Excel Course Overview

MS Excel is a widely used **spreadsheet program** that helps users **store, organize, calculate, and analyze data using rows, columns, formulas, and charts. MS Excel is also commonly used in companies for employee records and salary data entry**. MS Excel is also commonly used in companies for **employee records and salary data entry**.

1. Full Form of MS Excel

The full form of MS Excel is **Microsoft Excel** or simply **Excel**. It is a spreadsheet application developed by **Microsoft Corporation** and included in the **Microsoft Office Suite**.

**Advanced Excel is an upgraded or advanced form of MS Excel.**

2. What is advanced Excel?

Advanced Excel refers to the **professional use of Microsoft Excel,** where users work with **advanced formulas** such as **XLOOKUP, IF, IFS, SUMIFS, COUNTIFS, VLOOKUP, TEXT, DATE** and more, along with **data analysis tools** like **Pivot Tables & Pivot Charts, automation features,** and **dashboards** to manage, analyze, and report large amounts of business and company data.

All these topics are covered in a single **Excel course** offered by **VedantSri Computer Institute** with a course fee of **INR 1,500**.

2. Advanced Excel Course Fees in Varanasi

Advanced Excel course fees in cities like Varanasi typically range from **₹2,500 to ₹5,000,** but **VedantSri**, offers the same course for just **INR 1,500** with no extra charges.
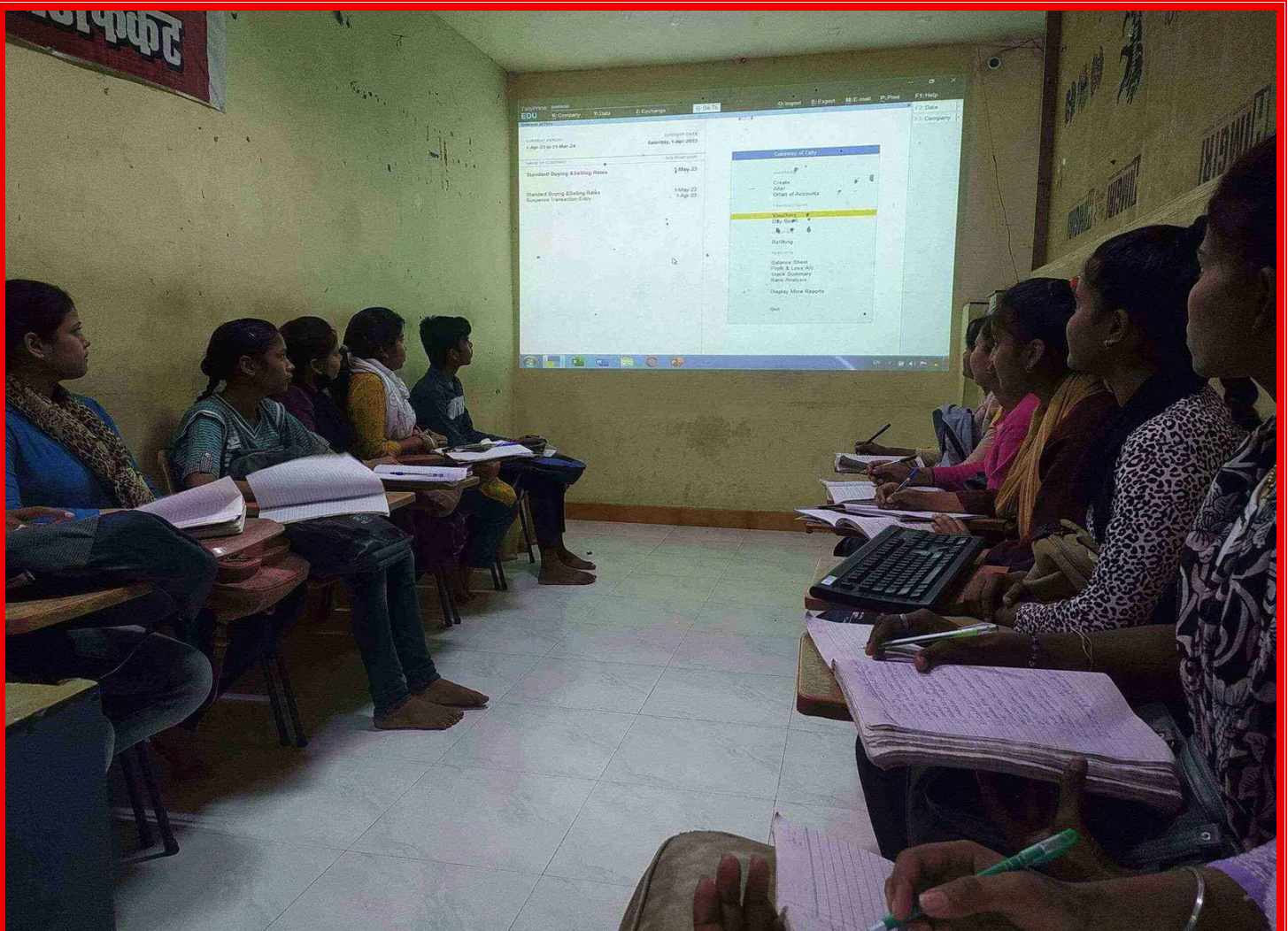
3. Eligibility Criteria for MS Excel Course

If you want to join a tally course and you are confused about **Excel eligibility criteria, Students from any stream Art, Science, or Commerce** are eligible to join a Excel Course. However, for enrollment in job-oriented roles, candidates must have passed at least **Class 12th.**

4. Advanced Excel Course Duration

The advanced Excel course duration is generally 2 months, but it depends on your hard work and how much time you take to develop strong advanced Excel skills.

If you are looking for a useful computer course with a suitable duration that is helpful for **both Government and Private sector,** then NIELIT **(Government of India)** offers two good options. The first CCC Computer Course, which is best for a shorter duration (3 months), and for a longer duration, the O Level Course is the best choice. It usually takes **1 year (12 months)** to complete. These courses help you gain eligibility and apply for **jobs in both government and private sectors.**

5. Advanced Excel Syllabus (Full Explanation)

Here's an **Advanced Excel or MS Excel syllabus** that clears your doubt about what you learn in Excel classes.

Step 1. Excel Basics / Foundation

This is a fundamental step of Excel.

- Excel interface & navigation
- Workbooks & worksheets management
- Data entry, selection, editing
- Sorting and filtering data
- Cell formatting (text, numbers, colors, alignment)
- Basic formulas (SUM, AVERAGE, MIN, MAX, COUNT)

Step 2. Core Formulas & Functions

This is an intermediate learning of Excel. Here you will learn important Excel formulas and functions.

- **IF, VLOOKUP, XLOOKUP, INDEX, MATCH**
- **SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS**
- **Text and date functions (LEFT, RIGHT, MID, CONCAT, DATE, TEXT)**

Step 3. Data tools and pivot tables

This is an advanced step, where you will learn professional **data tools** and **PivotTables**.

- Tables & structured references
- Data validation (drop-down lists, rules)
- Remove duplicates
- Advanced sorting & filtering
- Flash Fill & text-to-columns
- Create and customize PivotTables
- Pivot Charts & slicers
- Dashboards
- Grouping, applying filters and working with multiple tables.

These topics are generally included in most Excel courses. However, the syllabus may vary slightly depending on the institute or course level.

6. Advanced Excel Scope in Varanasi

Advanced Excel is a very important software skill in 2026. It is widely used **in business, finance, accountancy, and banking for financial modeling, budgeting, and reporting**.

In **data analytics** and **MIS (Management Information System**, which is a system that collects, processes, and reports business data to help managers **make informed and right decisions in business and companies),** it helps with **data summarization, dashboards and reporting.**

7. Best Excel Institute Near Me

If you are looking for the best excel institute near you, best computer training institute **VedantSri** is the right place for you. With over **15+ years of experience**,

VedantSri is one of the most popular and trusted computer training institutes in Varanasi.

Why Choose VedantSri Computer Institute in Varanasi?

If you are confused about choosing the best institute, [VedantSri Computer Institute](#) in Varanasi stands out as a premier destination for **high-quality computer education with affordable fees** and modern training facilities.

Here's why you should choose us:

- Over **15+ years of excellence** in computer education

- **25,000+ students trained** successfully

- **98% placement record**

- **Modern computer labs** with the latest software

- **Small batch sizes** for personalized attention

- **Industry-relevant curriculum**

- **Hands-on experience** through live projects and practical training

Professional Journey of VedantSri:

- **Computer education expert since 2008**

- Trained **10,000+ students** in IT skills

- **Industry consultant** for digital transformation

8. Advanced Excel Jobs Opportunities

If we talk about **MS Excel or advanced Excel** jobs, many people often ask, "**Can we get a job after completing an Excel course?**"

Here's the answer: **Yes!** Completing an Excel course will teach you **data entry, workbook management, cell formatting and formulas such as IF**, **VLOOKUP and XLOOKUP**.

You will also learn **data tools and PivotTables**, which are **essential for qualifying for these job roles**.

Advanced Excel Jobs Details

After completing an Excel course, students and freshers become eligible to apply for the following job roles in Varanasi.

- **Data Entry -** Manage and organize business data in Excel

- **MIS/Reporting Executive -** Prepare reports and dashboards for management

- **Accounts/Finance Assistant -** Maintain ledgers, reconcile accounts and generate financial reports

- **Junior Data Analyst -** Analyze datasets and supports analytics team

- **Office/Administrative Assistant -** Handle office data and reporting tasks

- **Sales/Marketing Data Executive -** Track Sales/customers and create reports

These are some of the best jobs you can apply for after completing this course. But some job roles want experience.

Advanced Excel Salary

Before choosing a career, students often think about **salary expectations**. The average monthly salary for freshers, students and beginners usually ranges between **INR 12,000 and INR 30,000 per month**.

Salary increases according to your experience, accuracy, and practical accounting knowledge.

Conclusion:

This post provides complete information about **MS Excel or Advanced Excel** courses, including fees, duration and more, along with a **free all-in-one PDF covering all Excel-related information.**

If you want to join an **MS Excel or Advanced Excel** course in Varanasi, I recommend choosing [VedantSri Computer Institute](#) for affordable MS Excel course fees with quality education and practical knowledge. If you work smart and stay focused, you can become an **expert** in a shorter duration.

CONTACT & REGISTRATION

Get Started Today! Vedant Sri Computer Education Your Gateway to a Successful IT Career.

Contact Details:

- **Address: Kabir Nagar, Durga Kund, Varanasi**
- **Phone: 8808888478 | 9415802061**
- **WhatsApp: 8808888478**
- **Email: vedantsri0@gmail.com**
- **Website: vedantsri.com**
- **Second Website: www.vedantsri.net**

This pdf is written and created by Ayush Kumar.