

EXCEL TRAINING WITH GANTT CHARTS CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 1 Day Interactive Instructor-led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ Excel Training with Gantt Charts Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend Excel Training with Gantt Charts Training Course schedule



About Unichrone

✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies

Importance of Excel Training with Gantt Charts Course

- ✓ Excel Gantt Charts Certification attests to a professional's proficiency with Microsoft Excel features that are pertinent to creating Gantt charts. It gives professionals the ability to design, modify, and use these charts efficiently. Participants get precise project planning, monitoring, and management skills that guarantee effective resource allocation and on-time milestone fulfillment. The certification establishes applicants as leaders in project management with the ability to streamline processes and boost productivity. It also improves their career chances by strengthening their capacity for complicated task organization, an essential skill in today's competitive job market.
- ✓ Gantt Chart Training empowers individuals with crucial knowledge in effectively using Microsoft Excel in Project Management. It particularly emphasizes the creation and administering of Gantt Charts for this. It equips professionals with deep knowledge regarding the basics of MS Excel including creating, copying, deleting, and hiding worksheets. Moreover, the sessions enhance the awareness of editing worksheets for various business purposes. The participants will know how to insert, delete, select, and move data in a worksheet.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue Excel Training with Gantt Charts Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills in Excel Training with Gantt Charts can enroll in the Excel Training with Gantt Charts Training course.

EXCEL TRAINING WITH GANTT CHARTS CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of Excel Training with Gantt Charts Course

Lesson 01 – MS Excel Basics

1.	Getting Started
2.	Explore Window
3.	Backstage
4.	Entering Values
5.	Move Around
6.	Save Workbook
7.	Worksheet
8.	Create Worksheet
9.	Copy Worksheet
10.	Hiding Worksheet
11.	Delete Worksheet

Lesson 2 – Editing Worksheet

1.	Data
2.	Insert Data
3.	Select Data
4.	Delete Data
5.	Move Data
6.	Rows and Columns
7.	Copy and Paste
8.	Find and Replace
9.	Spell Check
10.	Zoom In-Out
11.	Special Symbols
12.	Insert Comments
13.	Add Text Box

Syllabus of Excel Training with Gantt Charts Course

Lesson 03 – Working with Formula

1.	Creating Formulas
2.	Copying Formulas
3.	Formula Reference
4.	Using Functions

Lesson 04 – Excel Charts

1.	Types of Advanced Charts
2.	Advanced Charts in Brief
3.	Waterfall Chart
4.	Band Chart
5.	Gantt Chart
6.	Thermometer Chart
7.	Bullet Chart
8.	Funnel Chart
9.	Waffle Chart
10.	Step Chart
11.	Box and Whisker Chart
12.	Histogram
13.	Pareto Chart
14.	Organization Chart
15.	Methodology for Creating Advanced Excel Charts

Syllabus of Excel Training with Gantt Charts Course

Lesson 05 – Advanced Excel – Gantt Chart

1.	What is a Gantt Chart?
2.	Advantages of Gantt Charts
3.	Preparation of Data
4.	Creating a Gantt Chart

Lesson 06 – Make a Gantt Chart

1.	Add Duration Data to the Chart
2.	Add Task Description to the Gantt Chart in Excel
3.	Transform the Bar Chart into an Excel Gantt Chart in Excel
4.	Adjust the Number of Dates on Your Gantt Chart in Excel

Exam Format of Excel Training with Gantt Charts Certification

Examination Format	
Exam Name	Excel Training with Gantt Charts Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 1 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for Excel Training with Gantt Charts, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Excel Training with Gantt Charts exam.

Contact Us

support@unichrone.com



<https://unichrone.com/>

