



Civil ENGINEERING IIT

Empowering Civil Engineers since 2015

**Certificate Course In
Basic To Advance Excel**



ISO 9001-2015 Certified Institute

BASIC LEVEL EXCEL

Microsoft Excel Fundamentals

- Launching Excel
- Microsoft Excel Startup Screen
- Excel Interface
- Customizing The Excel Quick Access Toolbar
- Understanding The Structure Of An Excel Workbook
- Saving An Excel Document
- Opening An Existing Excel Document
- Common Excel Shortcut Keys

Entering and Editing Text and Formulas

- Entering Text To Create Spread Sheet Titles
- Numeric Data In Excel
- Entering Date Values In Excel
- Working With Cell References
- Creating Basic Formulas In Excel
- Relative Versus Absolute Cell References In Formulas

Basic Excel Functions

- The structure of an Excel Function
- SUM() Function
- MIN() and MAX() Functions
- AVERAGE() Function
- COUNT() Function
- Adjacent Cells Error in Excel Calculations
- Using the AutoSum Command
- Excel's AutoSum Shortcut Key
- Using the Auto Fill Command to Copy Formulas

Modifying an Excel Worksheet

- Moving and Copying Data in an Excel Worksheet
- Inserting and Deleting Rows and Columns
- Changing the Width and Height of Cells
- Hiding and Unhiding Excel Rows and Columns
- Renaming an Excel Worksheet
- Deleting an Excel Worksheet
- Moving and Copying an Excel Worksheet

Formatting Data in an Excel Worksheet

- Working with Font Formatting Commands
- Changing the Background Color of a Cell

- Adding Borders to Cells
- Formatting Data as Currency Values
- Formatting Percentages
- Using Excel's Format Painter
- Creating Styles to Format Data
- Merging and Centering Cells
- Using Conditional Formatting

Inserting Images and Shapes into an Excel Worksheet

- Inserting Images
- Inserting Excel Shapes
- Formatting Excel Shapes
- Working with Excel SmartArt

Creating Basic Charts in Excel

- Creating an Excel Column Chart
- Working with the Excel Chart Ribbon
- Adding and Modifying Data on an Excel Chart
- Formatting an Excel Chart
- Moving a Chart to another Worksheet
- Working with Excel Pie Charts

Printing an Excel Worksheet

- Viewing your Document in Print Preview
- Changing the Margins, Scaling and Orientation
- Working with Page Layout View
- Adding Header and Footer Content
- Printing a Specific Range of Cells

Working with Excel Templates

- Intro to Excel Templates
- Opening an Existing Template
- Creating a Custom Template

INTERMEDIATE LEVEL EXCEL

Working with an Excel List

- Understanding Excel List Structure
- Sorting a List Using Single Level Sorts
- Using Custom Sorts in an Excel List
- Filter an Excel List Using the Auto Filter Tool
- Creating Sub totals in a List
- Format a List as a Table
- Using Conditional Formatting to Find Duplicates
- Removing Duplicates

Excel List Functions

- Introduction to Excels Function:DSUM()
- Excel DSUM Function Single Criteria Continued
- Excel DSUM Function with AND Criteria
- Excel Function: DAVERAGE()
- Excel Function: DAVERAGE()
- Excel Function: DCOUNT()
- Excel Function: SUBTOTAL()

Excel Data Validation

- Understanding the Need for Excel Data Validation
- Creating an Excel Data Validation List
- Excel Decimal Data Validation
- Adding a Custom Excel Data Validation Error
- Dynamic Formulas by Using Excel Data Validation Techniques

Importing and Exporting Data

- Importing Data Into Microsoft Excel
- Importing Data from Text Files
- Importing Data from Microsoft Access
- NEW VERSION -- Import Data From TextFiles in to Excel
- NEW VERSION -- Import Data From a Database into Excel
- NEW VERSION -- Import Data From a Database into Excel
- Microsoft Excel Legacy Import Options for New Excel Versions
- Exporting Data to a Text File

Excel PivotTables

- Understanding Excel PivotTables
- Creating an Excel PivotTable
- Modifying Excel PivotTable Calculations
- Grouping PivotTable Data
- Formatting PivotTable Data
- Drilling Down into PivotTable Data
- Creating PivotCharts
- Filtering PivotTable Data
- Filtering with the Slicer Tool

Working with Excel's Power Pivot

- Why PowerPivot?
- Activating the Excel PowerPivot AddIn
- Creating Data Models with PowerPivot
- Creating PivotTables based on Data Models
- PowerPivot Calculated Fields
- PowerPivot KPIs

Working with Large Sets of Excel Data

- Using the Freeze Panes Tool
- Grouping Data (Columns and/or Rows)
- Print Options for Large Sets of Data
- Linking Worksheets (3D Formulas)
- Consolidating Data from Multiple Worksheets

ADVANCED LEVEL EXCEL

Working with Excel's Conditional Functions

- Working with Excel Name Ranges
- Advantages and Disadvantages of Excel Name Ranges
- Editing an Excel Name Range
- Using Excel's IF() Function
- Excel's IF() Function with a Name Range
- Nesting Functions with Excel
- Nesting Excel's AND() Function within the IF() Function
- Using Excel's COUNTIF() Function
- Using Excel's SUMIF() Function
- Using Excel's IFERROR() Function

Working with Excel's Lookup Functions

- Microsoft Excel VLOOKUP() Function
- Microsoft Excel HLOOKUP() Function
- Microsoft Excel INDEX() Function
- Microsoft Excel MATCH() Function
- Microsoft Excel INDEX() and MATCH() Function Combined
- Microsoft Excel INDEX() and MATCH() Function Combined Continued
- Creating a Dynamic HLOOKUP() with the MATCH() Function

Working with Excel's Text Based Functions

- Using Excel's LEFT(), RIGHT() and MID() Functions
- Using Excel's LEN() Function
- Using Excel's SEARCH() Function
- Using Excel's CONCATENATE() Function

Auditing an Excel Worksheet

- Tracing Precedents in Excel Formulas
- Tracing Dependents in Excel Formulas
- Working with the Watch Window

Protecting Excel Worksheets and Workbooks

- Protecting Specific Cells in a Worksheet
- Protecting the Structure of a Workbook
- Adding a Workbook Password

Mastering Excel's "What If?" Tools

- Working with Excel's Goal Seek Tool
- Working with Excel's Solver Tool
- Building Effective Data Tables in Excel
- Creating Scenarios in Excel

Automating Repetitive Tasks in Excel with Macros

- Understanding Excel Macros
- Activating the Developer Tab in Excel
- Creating a Macro with the Macro Recorder
- Editing a Macro with VBA
- Creating Buttons to Run Macros

MACROS & VBA

Excel's Macro Recorder Tool

- Inserting and Formatting Text
- Start Recording!
- Running A Macro
- Running a Macro with a Button

Excel VBA Concepts

- Excel VBA Concepts
- The Visual Basic Editor (VBE)
- Excel VBA Modules
- Creating an Excel VBA Procedure
- Adding Code to a VBA Procedure
- Understanding Excel VBA Variables
- Building Logic with an IF Statement
- Working with Excel VBA Loops to Repeat Blocks of Cod

Moving Beyond the Basics and into VBA

- Interacting with the User
- Breaking Down the VBA Code
- Prompting the User for Information
- Continue Excel VBA InputBox
- Building Logic into Your Macros
- Alerting the User of Errors

Preparing and Cleaning Up Data with a Little VBA

- Cleaning Up and Formatting Data
- Preparing to the Use the Macro Recorder
- Inserting the Headers
- Formatting the Headers
- Putting it all Together with a Little VBA
- Running the Loop

Using VBA to Automate Excel Formulas

- Automate Excel Formulas
- Automate the SUM() Function through Code
- Continue Automate SUM Function
- Test the SUM Function
- Loop the SUM() Function Over Multiple Worksheets

Bringing it All Together and a Weekly Report

- Creating the Final Report
- Creating the Final Report Loop
- Copying and Pasting Data with VBA
- Running the Final Report Procedure

Working with Excel VBA User Forms

- Working with Excel VBA User Forms
- Creating an Excel User Form
- Adding Controls to the Form
- Adding VBA Code to the Initialize Event
- Adding VBA Code to the ComboBox Change Event
- Adding VBA Code to the Add Worksheet Button
- Change Worksheet Name
- Adding VBA Code to the Create Report Button
- Showing the Form

Importing Data from Text Files

- Opening a Text File for Import
- Get Data from Text File
- Importing Multiple Text Files with the Get Open File name
- Creating a Loop to Read Each File
- Adding a New Sheet for Imported Data
- Clear the Clipboard
- Working with the ScreenUpdating Property
- Creating Reusable Code with a VBA Function



Vision

We aspire to create competitive manpower in the field of Civil Engineering by bridging the gap between academic learning and practical requirement of the industry.



Objectives

- Promote Civil Engineering IIT Education & Technology in India
 - Collaborate to unite on a Professional front
 - Provide world class computer and engineering education
 - Organise paper presentation, conference & seminars and tech fests
 - Create an open platform for development of Civil Engineering Startup
-



Our Mission

Represent, Lead and Serve

Represent the Civil Engineering Sector/Industry

We improve understanding of the civil engineering industry among decision makers and increase Awareness of the benefits that civil engineering brings to national and global economies.

We advocate for the interests of Civil Engineers in professional development.

Leading the Civil Engineering Sector/Industry

For over a years, we have developed Civil Engineering Professional Skills among multiple civil engineers upon which this industry is built. Our aim is to assist Civil Engineering industry by educating people and creating a Professionally developed competitive manpower.

Serving the Civil Engineering Sector/Industry

We help civil engineering industry to operate safely, smoothly and securely.

OUR MENTORS



**Er. Subhash
Pathak**



**Er. Shrirang
Palande**



**Er. Prakash
Medhekar**



**Er. Mahendra
Avhad**



**Mr. Ujwal
Tawde**



**Er. Rajesh
Jujare**



**Er. Prakash
Bhat**



**Er. Satish
Kumar Nair**



**Er. Harshad
Pandit**



**Mr. Sarang
Acharya**



**Mr. Mayur
Pangrekar**



**Mr. Shahaul
Bagwan**



**Miss. Sharvari
Barve**



**Er. Rupali
Desai**



**Er. Kedar
Shelar**



**Er. Mitesh
Bhatt**



Infrastructure

For Classes:

The Institute Introduces new-age learning with digital classrooms. Our well equipped computer labs offers you the much-needed experience for the training.

For Study:

You can utilise our library of over 1000+ reference books in various relevant topics to complete your study. Our Study room with over 35 facilities is available for you 24*7.

For Stay:

you can choose to stay at our hostel and connect with your peers to improve your studies. Our in-hostel mess facility offers hygienic and nutritious meals so that you can focus on your studies.

OUR OFFICE AND CLASSROOM



DISCOUNTS POLICY

Discounts Policy

- Diploma / BE Student : **20%** Discount
- No Discount for MTech Student or passed out students
- Students need to carry I-card & Recommendation letter from college HOD on college Letterhead.

A

On 100% Payment

- 8 days Prior to Batch: **10%**
- 15 Days Prior to Batch: **15%**
- 30 Days Prior to Batch: **25%**
- 60 Days Prior to Batch: **30%**

B

Group Discounts on Booking at a Time

- 3+ Participants Group : **10%**
- 5+ Participants Group: **15%**
- 10+ Participants Group: **20%**
- 20+ Participants Group: **30%**
- 30+ Participants Group: **40%**
- 50+ Participants Group: **50%**

A & B can be clubbed together if **100%** Advance payment as per days decided.



CEiIT APP

- ★ Explore Courses & Store
- ★ Stay in Batch
- ★ Make Payment, Take Receipts
- ★ Free Study Material, Test Series, Video Lectures

Download the App Now





In

INTERNSHIP APP

- ★ Explore Courses & Store
- ★ Stay in Batch
- ★ Make Payment, Take Receipts
- ★ Free Study Material, Test Series, Video Lectures

Download the App Now





Tender GURU APP

- ★ Explore Courses & Store
- ★ Stay in Batch
- ★ Make Payment, Take Receipts
- ★ Free Study Material, Test Series, Video Lectures

Download the App Now



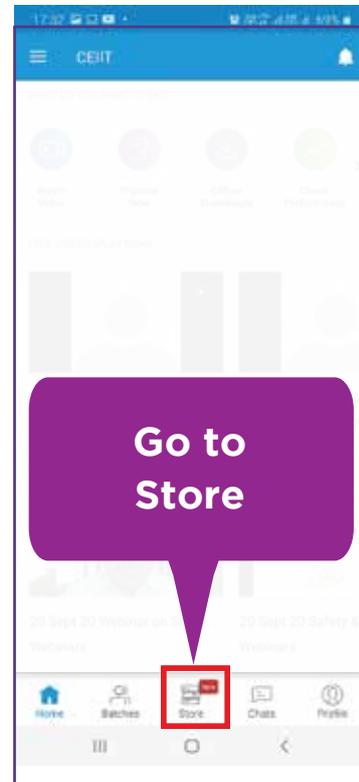
HOW TO ENROLL THE COURSE & MAKE PAYMENT AFTER DOWNLOADING THE APP

Step 1



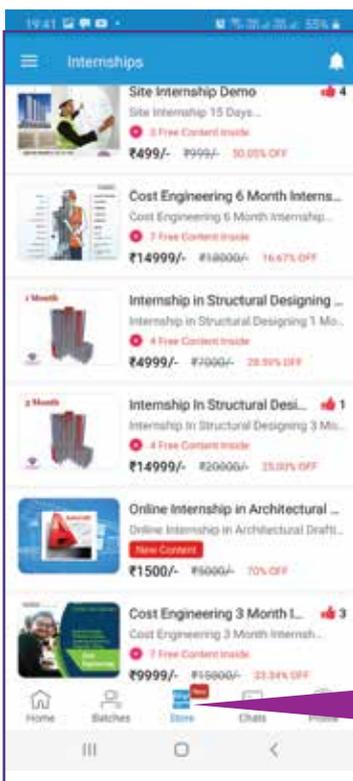
App Home Screen

Step 2



Go to Store

Step 3



Select Your Course

Step 4



Make Payment

BANKS PROVIDING EMI FACILITY



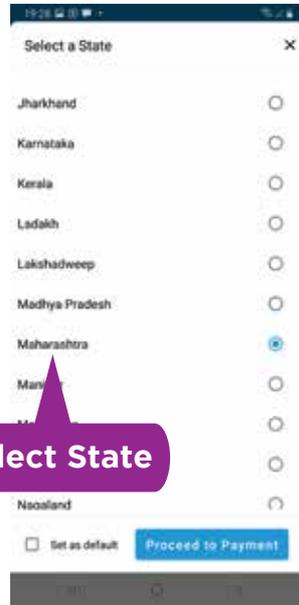
HOW TO OPT EMI FACILITY

Step 1



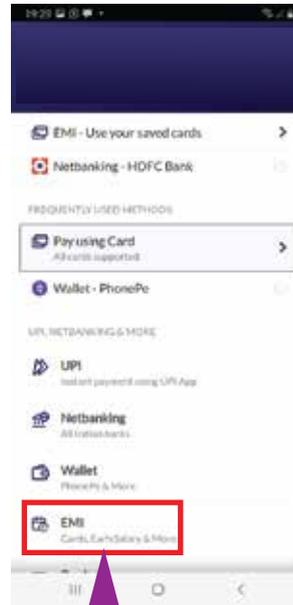
Click on Buy Now

Step 2



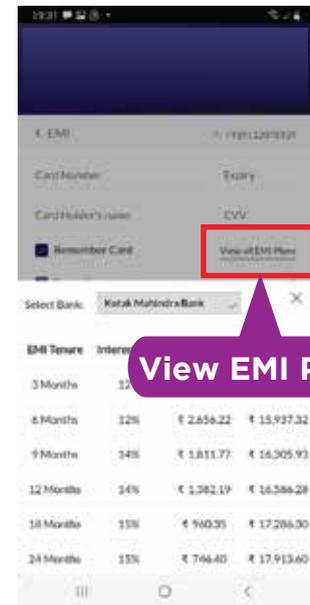
Select State

Step 3



Select EMI

Step 4



View EMI Plans

TERMS & CONDITIONS

1. Finance options are given for your ease. It is totally depends upon lending banks. Its availability options limited to provided on app. Institute is not involved in that.

EMI OPTION AVAILABLE ON

1. Pre Approved Debit Cards from Selected Banks
2. All Credit Cards
3. Other financial institutions

Exclusive For Construction
Sector's

DIGITAL LIBRARY



25151
Members



1200+
Digital Books



Exclusive For Construction
Sector's

ONLINE RECRUITMENT PLATFORM



17850
Members



40250
Members



11750
Members



WHAT'S MY BENEFIT ?

Trained 14000+ Civil Engineers



Highly Qualified & Industry Experienced Faculty



Certified By ISO 9001-2015 (QMS)



Certified By Global Euro Accreditation



Recorded Sessions Available On Our Respective App



Doubt Clearing Sessions



Whatsapp group support for lifetime



View Lectures Unlimited Time



No Travel Time For Classroom



FAQ (Frequently Asked Questions)

1. When are the batches Planned?

Batches are formed every month, for more details contact 9112078538 / 34 / 39

2. Is this course available in Online/Offline ? -

Yes, courses are available on both Modules

3. What are the Methods for payment of fees?

Payment are accepted Only via CEIT App.

There are lot of options of payment on the App like Net banking, Debit cards, credit cards, EMI on Credit Cards, Wallets.

4. Can I get Installments in fee?

Fees must be paid in one go to our institute However there are some EMI facilities provided from bank, you can check its procedure on app, or contact 9112078538.

5. Can I cancel my admission ?

No, admission once taken cant be cancelled and fees once paid is non refundable for any reason. Admission is non transferable at any circumstances.

6. How to Download App & Register for Course ?

You can do with Various Ways-

- **Android App Link CEIT App:** bit.ly/ceiit_app
- **Android App Link Internship App:** https://bit.ly/internship_app
- **Android App Link TenderGuru App:** <https://bit.ly/tenderguru>
- **Steps to login using iPhone, CEIT Phone:** <https://bit.ly/ceiitios>

1. Download Classplus App from App store.

2. Enter org code of your app. (Org code - ceiit)

3. Enter mobile number and click on Continue.

4. Enter the OTP and Verify. It's Done.

Note: Register using as a Student, not parent.

7. Are Payment accepted on the spot/offline?

No, Due to overwhelming response our batches are full so no on the spot entries allowed.

Due to limited seats, making seating arrangements for spot entries gets difficult.

8. Where can i find the Syllabus content of course

You can find it on our respective apps.

9. Are you providing Placements ?

Yes, We offer Placement support to our Interns who has taken more than 12 Months internship. There is no placement for this course, but we are adding you in our Jobs group specially for our students, you will find reference jobs over there.

10. Where do the classes gets conducted ?

Online on Zoom App & Offline At Pune Main Institute.

11. Teaching faculty name

Can be found in the Broucher.

12. Whether notes are provided

Yes in Soft copy we will provide important reference material.

13. How much discount will you offer on courses

As per CEIIT discount policy, we offer discounts based on the courses.

14. Where we get Software ?

After admission we will guide you completely in getting necessary softwares installed on your system.

15. Is there any Demo lecture?

Yes, you can find it on our App.

16. What if we miss any lecture?

All our sessions are recorded and uploaded on our App only?

You can watch and download them in app only for offline viewing.

17. What is the Duration of the validity of these Recorded sessions?

You can watch the recorded session unlimited time for the period mentioned on app as “Validity”.

18. Information about current batch such as batch timing , Start date, Syllabus covered in current batch, etc. For more details contact 9112078538 / 34 / 39

19. When do we get Certificate? & How?

Certificate will be issued after completion of the course, you need to apply for it. Certificates issued in Digital Formats. Hard copy can also be provided on your request with a nominal cost.

20. Institute Establishment & more detail about the institute ?

Institute is establised in the year 2015.

- Visit us on **www.civilengineeringiit.in** & **www.civilengineeringiit.com** / on our social Media Platforms **civilengineeringiit** (Facebook, Instagram, Telegram, LinkedIn, Youtube)



Reaping The Power & Promise Of Education

Today, India is witnessing tremendous transformation in the field of education. As the youth aspire for better education and training, they discover a new world of ideas. CEIT wishes to support the youth and aims to shape a more fulfilling future for them.

For CEIT Social responsibility is one of the mainstays that support our academic and research work. We believe that our role as a premiere educational institution involves something more than just imparting knowledge and skills to our students. We aim to be the active agents of social change to address social concerns. With this responsibility, we take on the role of leader in the creation of a culture of social responsibility in society through our actions. We are committed to defending the ideals, responsibilities and objectives of a socially responsible academic institution.

With this aim, we have offered scholarships to needy students from more than 200 institutions. We aim to set new standards to promote ISR to achieve a greater impact on the youth and India as a nation.

SIR VISHWESHWARYA SCHOLARSHIP

500 Scholarships

Exclusively for students from Rural Background with Merit

SIR VISHWESHWARAYA SCHOLARSHIP



ECOBRICKS

A Solution To Plastic Pollution

Every Minute **1 Million**
Plastic Bottles Are Consumed

CEiIT Plans To Collect **10,000**
Bricks Bottles This Year

Insert Your Plastic Wrappers
In The Plastic Bottle Until It's Full

**We Accept Eco Bricks,
Your Contribution Is Welcome.**



Institute Social Responsibility (ISR Activity)



Civil ENGINEERING IIT



Do Not Put Plastics
Wrappers In Dustbin

We Are Using Eco Bricks In Construction Of Ceiit Campus Compound Wall



FELICITATION PROGRAMME



E-Tender Lab



Beyond Courses

Start Up Support

We can help you engineer success that only you can imagine. We are passionate about helping people to achieve their vision. We help you understand the key aspects of Successful businesses so that you can navigate your way to becoming one more effectively. You'll learn how the professional tackle each aspect of the business. Our team will introduce you to a range of processes, tricks & techniques to bring your idea to life. We can help you build your start-up into a profitable, well organised business that has certainty about its ongoing future revenue streams.

Jobs Civil | Maha Online Exam | E-Tender Lab | United We Group

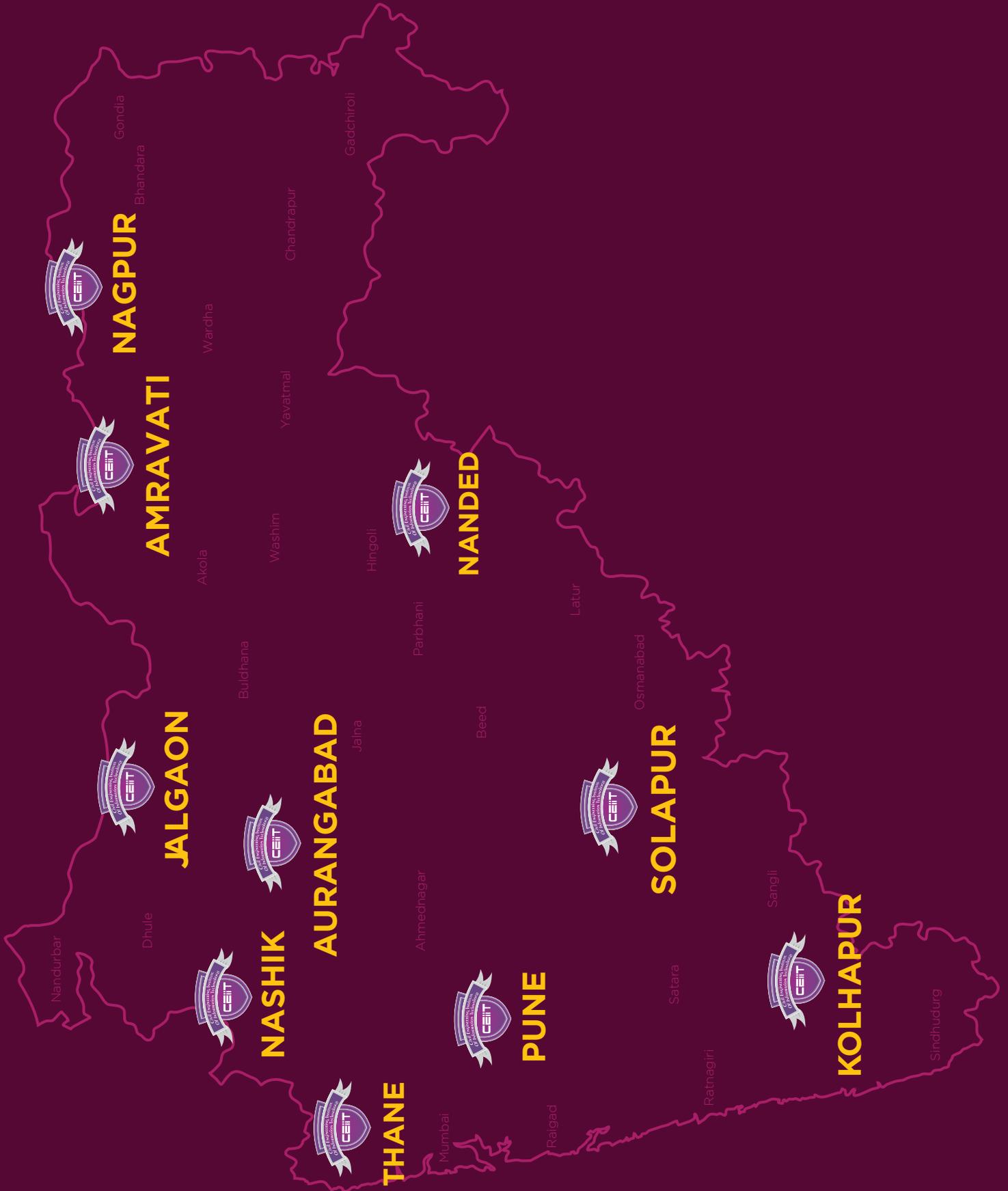
JOB FAIR EVENT

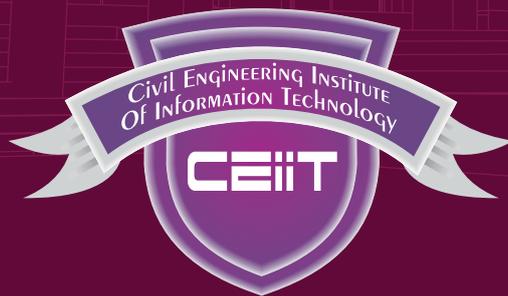


SPORTS ACTIVITY HELD



TRAININGS IN VARIOUS CITIES





Civil ENGINEERING IIT

CIVIL ENGINEERING INSTITUTE OF INFORMATION TECHNOLOGY

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Navi Peth, Near Deccan Gymkhana, Pune 411030

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☎ +91 91120 78534 | 38 | 39

VISIT OUR SOCIAL MEDIA SITES

www.civilengineeringiit.com
www.civilengineeringiit.in

