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IPT Excel School
Advanced Excel & MIS Training School

EXCEL OFFICE SCRIPT NEW Coding for EXCEL Web

OFFICE SCRIPTS

18 YEARS ANNIVERSARY

Module 1: Introduction to Office Scripts in Excel

What is Office Script?
Difference Between VBA and Office Scripts
Enabling Office Scripts in Excel Online
Understanding Script Editor

Module 2: Office Scripts Basics

Creating Your First Script
Naming & Saving Scripts
Running and Editing Scripts
Understanding Workbook, Worksheet & Range Objects

Module 3: Automating Tasks using Office Scripts

Automate Formatting (Font, Color, Size)
Create and Manage Tables
Work with Multiple Sheets
Insert and Delete Rows/Columns

Module 4: Conditions and Loops in Office Scripts

If, Else If, Switch Statements
For, While, and ForEach Loops
Live Projects using Loops & Conditions

Module 5: Functions and Modular Scripting

Writing Reusable Functions
Calling Functions within Scripts
Parameters and Return Values

Module 6: Data Analysis and Reporting

Summarize Data using Scripts
Automate Charts and Dashboards
Integration with Power Automate

Module 7: Project Automation with Office Scripts

Daily Report Automation
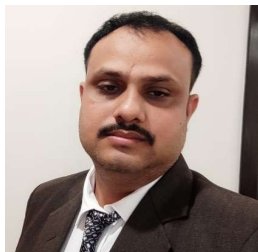Task Scheduler via Power Automate
Creating Auto-Mail Reports

Module 8: Real-World Projects

Data Cleaning Project
Invoice Report Automation
Attendance Sheet Generator
Dynamic Dashboard Scripting

Final Assessment & Certificate

Capstone Project
Q&A / Viva
Feedback & Certification

About the Instructor

MR. Sujit Kumar Singh

MIS & Data Analyst

Sujit Kumar Singh is a seasoned Excel and MIS (Management Information Systems) trainer with over 21 years of experience in the field. He has worked as an MIS Executive and VBA Developer across more than 10 companies and currently serves as a report consultant for over 40 organizations. His teaching approach emphasizes practical, real-world applications, aiming to equip learners with skills directly applicable to their professional tasks

In 2007, Sujit founded IPT Excel School, one of the pioneering institutes in New Delhi offering online live classes in Advanced Excel and MIS training. The institute caters to working professionals, providing courses that cover Advanced Excel, VBA Macros, Dashboard creation, and Power BI.
Sujit also maintains an active presence on platforms like YouTube and LinkedIn, where he shares tutorials and insights on Excel and related tools. His YouTube channel, Sujeet Kumar Advanced Excel Training in Hindi, offers a range of videos aimed at enhancing Excel proficiency.

For more information or to enroll in his courses, you can visit IPT Excel School's website or contact him directly at +91 8802579388.

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