

**Unati Global Connect Private Limited (UGCPL)**  
**| Integrity | Sanctity | Commitment |**

**DAYS/ONE MONTH ONLINE INTERNSHIP PROGRAM POWERED BY  
UGCPL**



**Important information related to 45/30 Days Internship Program**

- ✚ On registration confirmation, a common whatsapp group will be formed, where the students will be getting all necessary updates including the joining link (MS Teams / Google Meet/Webex) for online sessions.
- ✚ Two-hours online session 3/4 days- per week will be held from 3.30 pm to 5.30 pm or 4:00 pm to 6:00 pm regularly on alternate days basis. Timing schedule/number of days per week may change on request of majority of the participants
- ✚ 25 % of the allocated time will be for real time project work implementation.
- ✚ Project work will be in group of students (group will be consisting of a maximum of 8 students).
- ✚ Submission of complete project report by the participant is mandatory for the Internship Certification– One copy of the project report needs to be submitted at the parent Institution/Department and another copy will be required to be submitted to UGCPL Training Team.
- ✚ Software based project work will be free of cost and sufficient requirement for the Internship Certification.
- ✚ Upon submission of project report in the concerned parent Institute/Department, the participants will be able to download their Internship Certificates within 10 to 15 working days from our website ([www.ugcpl-india.com](http://www.ugcpl-india.com)). The hard copy of the certificates will be submitted to the T&P Cell of the concerned University/Institute by UGCPL within 20 days time period.
- ✚ The participants will have to make their own arrangement of resources like Laptop or PC or smart phone and internet connectivity for attending the sessions through MS Teams/Google Meet/Webex platform.

**HOW TO REGISTER**

Please follow the following steps for successfully registering in our Training-cum-Internship program.

**Step 1:** Please select the area of Internships-cum-Industrial training you wish to enrol.

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**Step 2:** Visit our website [www.ugcpl-india.com](http://www.ugcpl-india.com)

**Step 3:** Click on **Register Now** tab in top right corner given in our website by paying the necessary fees. OR you can also click in the given link: <https://www.ugcpl-india.com/register.aspx>

**Step 4:** You will receive confirmation of payment in e-mail post successful payment within 3 days.

**Step 5:** You will receive the Whatsapp Group Link for your specific batch/areas of Internship at least 3 days prior to start of Internship through e- mail. Please provide correct e-mail address during registration

**Step 6:** You will receive the class joining link and schedule details over whatsapp group as well as in your registered e-mail address.

**Step 7:** Once you have successfully completed the Internship programme and submitted the project report, you will be able to download your Internship Certificate.

### Course Structure/Schedule of the Internship on **Advance Excel**

#### Brushing up Excel -

- Introduction to Excel and its applications
- Basics Ms Excel Tools
- Formatting Worksheets

#### Formatting Worksheet & Cells -

- Formatting Worksheet
- Formatting Cells
- Formatting Cell Styles
- Conditional Formatting

#### Data filters: AutoFilter and advanced filters

- Sorting, Customize sorting
- Subtotals
- Cell level validations
- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell
- Using data tables for data analysis

#### Working with Charts and Analysing Data

- Creating Charts
- Selecting Charts and Chart Elements
- Moving and Resizing Charts
- Changing the Chart Type
- Changing the Data Range

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- Switching Column and Row Data
- Choosing a Chart Layout
- Choosing a Chart Style
- Printing Charts
- Deleting Charts
- Creating Sparklines

### **Advance Page layout -**

- Implementing themes
- Setting Print Area
- Setting Print Titles

### **Working with Formulas & Functions -**

- Ranged Formula Syntax
- Simple Formula Syntax
- Writing Formulas
- Inserting Functions
- Financial functions
- Date and time functions
- Statistical functions
- VLookup & HLookup and reference functions
- Database functions
- Text manipulation functions
- Logical functions
- Worksheet and cell information functions

### **Control-flow statements**

- SELECT...CASE
- FOR...NEXT

### **Using Name Manager**

- Creating Names
- Editing Names
- Deleting Names

### **Mastering PivotTables**

- Multiple consolidation ranges
- Customizing PivotTable layout
- PivotTable advanced options
- Pivot Charts

### **Workbook sharing & Data Manipulation in Excel**

- Data Validation in Excel
- Treating Duplicate data in Excel
- What-if-analysis in Excel
- Using Sub Total in Excel
- Workbook protection and sharing

### **PROJECT WORK FOLLOWED BY PROJECT REPORT SUBMISSION**

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