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Workshop on Advanced Excel

Effective use of MS Excel

Date & Day	Location	Venue
May 21, 2018 (Monday)	Bangalore	Hotel Trinity Isle, Subedar Chatram Road, Swastik Circle, Sheshadripuram, Bangalore - 560 020

(Program Time: 09.30 a.m. to 5.15 p.m. & Registration/breakfast: 9.00 to 9.30 am)

Benefits/ learning objectives:

There are many features in MS Excel which can be used in day to day work to make the business decisions faster and report generation easy. These reports may be useful for business organisation in multiple ways. The efficiency of the employee is also increased with knowledge of advanced Excel.

Contents:

Overview of the Fundamentals
- 'Save-as' techniques such as Excel Templates, Excel Binary workbook
- Understanding Compatibility mode, Extension types, File Conversion
- Enabling & working on Drag handlers, Double click method

Types of important functions
- Arithmetic functions
- Logical Functions
- DB-Functions (Database functions)
- Text Functions

Hlookup and Vlookup
- Hlookup
- Vlookup
- Understanding FALSE (0) v/s TRUE (1) in VLOOKUP (or HLOOKUP)
- Using the Name Range concept in VLOOKUP (or HLOOKUP)

Sort and Filter
- Sorting
- Filtering
- An example of Advanced Filter

Pivot Table
- Introduction to Pivot Table field list and Pivot Layout
- Creating a Pivot report out of a given data
- Working with various features of Pivot like Grouping, Ungrouping
- Creating Multiple sheet wise reports out of one Pivot
- Modifying the given data range into a TABLE to make a dynamic Pivot
- Charts and different types of Charts

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Introduction to Macros

- What is Macro
- Basics of recording macro

Other useful functions

- Customizing lists
- Referencing techniques, Array (matrix) technique
- Creating drop down lists
- Applying conditional formatting
- Consolidation
- Entire Workbook Protection (Document Encryption) & Specific Sheet Protection
- Determining day of the week from a given date
- Calculating the difference between two dates in terms of days, months & years

Participation Level:

- Working professionals, managers or anyone who has basic knowledge of MS Excel

Participants should have basic knowledge of MS Excel.

Participants need to arrange their own laptop with pre loaded MS EXCEL

Faculty: **Microsoft Certified Professional** who has conducted programs for leading corporate housed in India

Methodology: Instructor led classroom program with hands-on activities on participants' laptop

Registration Fee:
Early Bird Fees: Rs. 3,900 plus GST at prevailing rate per participant if the fees are paid on or before the early bird date.

Regular fees: Rs. 4,900/- plus GST at prevailing rate per participant which includes refreshments, buffet lunch & reference material.

The facility to pay fees after the program date may be provided on payment of additional convenience fees. For further details, please contact our office. Overnight stay arrangement, if any, needs to be managed by participant.

Cheque/Demand draft should be drawn in favour of "**SATVAM Consulting Private Limited**" payable at **Mumbai**. Our Income Tax PAN is AAICS5300G & GST is 27AAICS5300G1ZJ.

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Cancellation policy: Fee is non-refundable or non-adjustable in any manner. However, replacement of the participant is allowed in same batch. The company reserves the right to alter the venue, cancel or postpone the program with the limited liability to refund the total fees.

Prior registration for the program is mandatory

Nomination:

Please send nomination along with the cheque & name/contact numbers/ email ids of the participants at the following address
SATVAM Consulting Private Limited – Corporate Training Section
61, Whispering Palms Shopping Centre, Near Oriental Bank of Commerce,
Lokhandwala Township, Akurli Road, Kandivali (East), Mumbai – 400101
Telephone nos.: 022 – 6698 1100/ 6698 1101 (6 Lines) Fax: 022 – 6698 1105
Email: seminar@satvamindia.com /seminar@satvam.com Website: www.satvam.com
Nomination will be confirmed on first come first serve basis on receipt of cheque/DD.
The option to make payment through NEFT available, please contact us for bank details

In-house Training Program:

If you have more than 10 employees to whom this program is relevant, we will conduct customised training programme for your company's staff. Please contact us to work out further details – Email seminar@satvam.com / seminar@satvamindia.com or call 022-66981100.

Our forthcoming programs:

For complete training calendar & brochure, visit our website www.satvam.com or call on 022-6698 1100 or drop an email at seminar@satvamindia.com or seminar@satvam.com