

“ADVANCED MS EXCEL” An Online Competency Development Training Course



Unleash the power of MS Excel's most complex capabilities and take the fear out of Macros, PivotTables and more.
Join the training and make a difference.

Facilitator: Mr. Prabhas Kumar Panda
Corporate Consultant & Trainer

On 8th, 9th, 15th & 16th August, 2020
Timing: 2:00 pm to 6:00 pm

**SF/01, Navelkar Arcade,
Above T&A, Dr. A. Borkar Road,
Panaji-Goa 403 001**

KEY OBJECTIVE

This comprehensive training is designed with lot of research and development to equip the participants with the excel features, functions, formulas to work fast and smart. Besides organizational goal can be achieved by saving a lot of TAT, boosting up the confidence level among the participants and attaining the optimum satisfaction with the best take-away.

WHO WILL BENEFIT

It will be highly beneficial for Junior / Middle / Senior Level Executives and Managers across the functional areas and industries too.

PREREQUISITE

The participants must have laptops with internet connectivity and installed with MS Excel 2013 and above version for the training.

TOPICS	COVERAGE
Introduction to Spread sheets	About spread sheet features, functions, tools, limits of excel and most creative usage of Excel. Overlook Basics.
Shortcuts in Excel	Complete list of Comprehensive Shortcuts, Introduction to Excel Rocker Tool its shortcuts.
Formula & Functions	Inserting Formula, Date & Time Computation using hidden function in excel, Text, Lookup, Other useful functions, Detecting Errors and Hiding those with IF and ISNA, ISERROR functions. Tips & Tricks e.g. Sheet: Sheet, Master Value, Space removal, Column to Table etc. IF and Nested IF Functions, MATCH and INDEX as VLOOKUP Functions, 3 Levels of VLOOKUP, HLOOKUP, ROUND, TEXT, RAND, REPT, SUMIF, COUNTIF, SUBTOTAL etc.
Custom cell formats	Simple Date & Time computation, Custom Cell Formats, Using Custom Format as Conditional Formatting, Converting date and numbers to Text and vice versa. Dealing with various Troubleshooting areas.
Data Cleansing Tools (Filters, Sorting, Advanced Filters)	Using Data filters, Sorting, Sub-Totals, Find & Replace, how to filter cells containing wild cards (*,?), Creating a Search engine using Excel.
Pivot Tables	Creating Pivot Tables Directly from the Text Files, Access Database, Understanding the Pivot Field, Inserting a Calculated field, Formatting a Pivot Table and Modifying the Field Settings, More with Pivot Chart.

TOPICS	COVERAGE
Using Conditional Formatting and Data validation	Conditional Formatting to Highlight mistakes like duplicate entries, criteria based formatting, Create, Edit and Manage rules, Displaying a message windows when any cell in a specified range is selected, Preventing duplicate entries using Data validation and Count if. Creating dynamic Lists using data validation and Named Ranges
Hyperlinks and Name Manager	Creating Named Ranges using Name Manager, using Named Ranges in Excel Functions, Hyperlink bookmarks, Hyperlink function, Open My computer using Hyperlinks.
Sub Totals, Grouping/Ungrouping, Auto Outlining data and reports.	Using various Data Grouping Techniques like Horizontal Grouping, Vertical Grouping, Add Sub Totals, Creating Auto Outline Based on Formula.
Creating Organisation charts	Creating Organisation charts the easy way with-out using smart art Feature. Managing the Charts and quick changes.
Graphs	Inserting Graphs, When to choose what type of Graph, Formatting, colouring, Giving impressive finishing looks and presenting in images etc. Creating a Pareto and Gantt chart using Excel. Creating a Conditional Formatting based charts using a Simple Function that will change the Graphs Bar colours based on Criteria.
Workbook sharing and Merging Multiple Workbooks data into one workbook	How to create and share shared workbooks, collecting data and merging data in the shared workbooks.
Protection Techniques	Understanding the Password Protection and File Encryption, File Open and Modify Password, Using the Read only to maintain integrity of the data, sheet Protection, Range Protection, Hiding sheets and disabling unhide option.
Doing What if Analysis (Goal seek, Solver for Linear Programming, Data Tables)	Using the built in what if analysis tools like Goal Seek, Solver, Scenario Manager, Data Tables to enable decision making etc.
Compare and merge of various Excel Work book data	Usage of excel feature and tool and sharing the work book with multiple users and combining the same in to a single work book.
Working with Back Stage View	Utilising Existing templates, Customising the excel window, Own Ribbon menu and etc. Working with Other Add-ins and tools.
Macros (Theory Only) We do Separate Training on Automation and Macros.	Introduction to Macros, Recording and Running the macros, creating own function, capability of macros, Creation of Search Engine by using Advanced Filter.

FACILITATOR



Mr. Prabhas Kumar Panda

Prabhas is a corporate consultant and trainer, having 15 Years of experience in MS-Office. He is a CA, MBA, Certified FICO User, Microsoft Office Specialist, Certified Ethical Hacker too. He has conducted more than 1500 batches, trained 20k plus professionals and proficient with MS Office Versions of 2007, 2010 2013 & 2016.

Prabhas is the Founder & Principal Consultant for Excel4all Training & Consulting in Pune. His clientele include corporate like L&T Group, Nokia, Reliance Group, HCL , DHL, SODEXO, Accenture, KIMS Hospital, CITI Bank, Johnson & Johnson, Mahindra & Mahindra, Aditya Birla Group, Murugappa Group, Kotak Securities, Weikfield, CNSI, NPCL, TSBL, Sundaram Asset Management, DCW Ltd, Sutherland, Amazon, ABB Ltd, ADP to name a few.

Dates: 8th, 9th, 15th & 16th August, 2020

Timing: 2:00 pm to 6:00 pm (all days)

Investment: Rs.4,000/- per participant. Fee is inclusive of soft copies of the Reference Manual and post training support (e-mail-support) for 90 days. 18% GST extra applicable on participation fee.

Mode of Payment: Only Online/NEFT in favour of Smart Edge Management Services, payable at Panaji. Our bank account details are as under:

PAN: **ABTPR9252P**

GSTIN: **30ABTPR9252P1ZR**

Name of the Bank / Branch: **Punjab National Bank, Panaji**

Account No: **2923002101035996**

IFSC Code: **PUNB0292300**

Last date for registration: 28th July, 2020

Nomination/s for the training will be confirmed and meeting ID/Password will be provided to the participant/s subject to receipt of the nomination fee in advance. Nomination fee is non-refundable.

Contact Person: Ria Afonso
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