Oneday Training Workshop
ADVANCE EXCEL
Date: 31.08.2024; Saturday
Time: 9:30 AM to 5:30 PM

PROGRAMME CONTENT

1. Automate Repetitive tasks
2. Advance Formulas and Functions
3. Formatting
4. Adjusting Worksheet Layout and Data
5. Introduction to Charting
6. All about Worksheet
7. Security and Sharing
8. Database Features
9. PivotTables

CONTACT US

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TRAINER: MR. RAJESH BHONAKIYA

A Microsoft Certified Trainer I Microsoft office Specialist I Corporate Trainer | Web Developer | Multimedia Trainer.

He has Advanced level knowledge of MS Office suite, Adobe Design Package, Tally, MS Project. Wide Experience of designing websites for diverse sector of clients from infrastructure development, spiritual organizations, ecommerce websites, medical, educational institutes, Travel, NGOs, personal Development and lifestyle development, hospitality industry. He has worked in Jawaharlal Rojgar Yojana Accounting System for NIC – National Informatics Centre (Govt. of India, Planning Commission) 1992

Faculty since 2003 for MS office [MS Excel, MS word, MS Power point, MS Project] 2003, 2007, 2010, 2013 versions. Adobe Design Suite CS5 Products | Photoshop, Dreamweaver, Flash, In Design, Illustrator CS5 I Adobe Design Suite CS6 Products | Photoshop, Dreamweaver, Flash, In Design, Illustrator CS6 I Adobe Design Suite CC Products | Photoshop, Dreamweaver, Flash, In Design, Illustrator CC.

Fee: Rs. 2500.00 per Participant plus 18% GST
Participant should bring their laptop or it is available @ Rs. 750.00 plus 18% GST with prior intimation
10% Discount for more than 3 participants (not applicable for laptop charges)
Payment terms: 100% Advance Payment in favour of BARODA PRODUCTIVITY COUNCIL payable at Vadodara
Payment terms:

BARODA PRODUCTIVITY COUNCIL
(An ISO 9001: 2015 Organization)
2nd Floor, Productivity House, Productivity Road, Alkapuri, Vadodara
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| CONSULTANCY | TRAINING | RECRUITMENT | EDUCATION | PSYCHOMETRY | COUNSELLING | INFRASTRUCTURE |

Topics Covered:

1 Getting Started with Excel

- What is Excel used for?
- Using the menu system
- The Quick Access Toolbar
- The structure of a worksheet or workbook
- Using the Formula bar
- Using the Status bar
- Navigation and mouse pointers
- Shortcut menus and the Mini toolbar
- Creating new files

2 Entering Data

- Exploring data entry and editing techniques
- Entering data with AutoFill
- Working with dates and times
- Using Undo and Redo
- Adding comments
- Using Save or Save As

3. Creating Formulas and Functions

- Creating simple formulas
- Copying a formula for adjacent cells
- Creating a percentage-increase formula
- Working with absolute references
- Using Sum, Auto sum, Bifurcated Sum, Sum if, Sum Ifs,
- Average, Average If, Average Ifs,
- Maximum, Minimum, Conditional Formula Calculation Use of IF,
- Audit Tools for Formula, VLOOKUP, Hlookup, Forecast
- Using IF functions
- Getting approximate table data with the VLOOKUP function
- Getting exact table data with the VLOOKUP function
- Use of Upper, Proper, Lower, Concatenate function

4. Formatting

- Exploring font styles and effects
- Adjusting row heights and column widths
- Designing borders
- Exploring numeric and special formatting
- Formatting numbers and dates

- Conditional formatting
- Using tables formatting

5. Adjusting Worksheet Layout and Data

- Inserting and deleting rows and columns
- Hiding and unhiding rows and columns
- Moving, copying, and inserting data
- Finding and replacing data

6. Introduction to Charting

- Creating charts
- Exploring chart types

7. All about Worksheet

- Displaying multiple worksheets and workbooks
- Freezing and unfreezing panes
- Splitting screens horizontally and vertically
- Manipulation of Data sheet Like Add Sheet,
- Renaming, inserting, and deleting sheets
- Consolidation, Link Multiple sheets,
- Link Multiple Books, Cutting, Copy,
- Paste Data, Paste Special, Go To special

8. Security and Sharing

- Unlocking cells and protecting worksheets
- Protecting workbooks
- Assigning passwords to workbooks

9. Database Features
- Sorting data
- Inserting subtotals in a sorted list
- Using filters
- Removing duplicate records

10. PivotTables

- Creating PivotTables
- Manipulating PivotTable data

11. Data Analysis Tools

- Using Goal Seek