

Here is a new way of achieving more with less effort, time and resources...



Workshop on

Corporate Productivity Enhancement



Future in Hands

from education to innovation

presents



Workshop for College Students



Modules

1

Mastering Microsoft Excel

mastering in analytical, reporting and decision making skills

15 hours

As one of the most used computer software programs for businesses today, Mastering Microsoft Excel is an important skill that employees should have. It is no wonder that companies and businesses demand that their employees learn Excel so that they can stay competitive. Microsoft Excel helps companies maximize the value of their data, helping to control costs more effectively and obtain business information.

Microsoft Excel is commonly used across business to display financial information and other data relevant to the running of the business. This could be information relevant to the Engineering, Sales, Marketing, Human Resource, Quality, Finance department.

Looking at it from the employer's point of view, especially for those in the field of information technology system, Microsoft Excel is an essential end-user computing tool that can help perform a wide range of tasks. From making some of the mundane tasks more bearable through automation, to everyday functional tasks. Microsoft Excel is also used as a decision-making support for employers.

It isn't surprising how Excel has been dominating the spreadsheet product industry with a share of more than 90%. Businesses have relied on Excel to improve the productivity level of employees. Apart from that, Excel can also be used outside the corporate world.

This module will help the students to enhance their Analytical, Reporting, Data Management, and Decision making skills.

2

Expertizing Microsoft PowerPoint

expertizing in business presentation skills

5 hours

PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of your content. This program is widely used in business and classrooms and is an effective tool when used for training purposes.

It is the number 1 program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

In this module, students will learn introductory through advanced concepts of creating business presentation – from creating simple yet elegant presentations to adding animation and video and customization. This module will empower you with the knowledge and skills necessary to be a proficient in business presentation.



Modules

3 Specialist in Microsoft Outlook

specialist in managing mails, meetings, tasks, contacts, appointments 3 hours

Microsoft Outlook is a personal information manager from Microsoft, available as a part of the Microsoft Office suite.

Whilst Outlook is mostly used for storing, receiving and sending emails, it is called a personal information management tool because it also includes calendar, tasks, contacts, appointments and notes as well as a journal.

Now a days Microsoft Outlook is used in almost all the organization. It has lost of productive features one should know.

This module will enable the students to enhance their skills in better management of Mails, Contacts, Tasks and appointments during their job.

4 Introduction to Microsoft OneNote

learn to manage and save information in the cloud

1 hour

Designed to function as an electronic version of a paper notebook, Microsoft OneNote is a note taking and personal information management application for collecting, organizing and sharing digital information. By storing text notes, photos, audio and video snippets, handwriting and similar content, Microsoft OneNote collects and organizes the information, making it available for searching as well as sharing with others. Notes can be easily synced with cloud.

This module will help the students to manage their notes and important information secure in the cloud.



Our Learners

we provided customized trainings to the Professionals from top Corporates...



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Detailed Coverage

Mastering Microsoft Excel

Overview of Basic Excel Skills

- Introduction to Microsoft Excel
- Basic Short Keys
- Worksheet Operations
- Concept of Format Cells
- Cells Operation
- Freeze Panes
- Security features of Microsoft Excel
- Overview of Backup Features

Time Saving Utilities

- Techniques of Paste Special
- Format Painter
- Overview of Text to Columns
- Data Sorting Techniques
- Group and Outline

Concept of Cell Referencing

- Introduction to Cell Referencing
- Relative Referencing
- Absolute Referencing
- Mixed Referencing

Restriction using Data Validation

- Different Data Validation in Excel
- Using drop down list
- Limitation of Data Validation

Playing with Conditional Formatting

- Introduction to Conditional Formatting
- Highlighting Duplicates
- Highlighting top records, bottom records
- Highlight above average, below average
- Using formulas in Condition Formatting
- Using Bars in Conditional Formatting
- Using icons in Conditional Formatting

Important Functions in Excel

AND, OR, COUNT, COUNTA, COUNTBLANK, COUNTIF, MAX, MIN, UPPER, LOWER, PROPER, RIGHT, LEFT, MID, POWER, SUM, SUMIF, AVERAGE, CONCATENATE, LEN, IF, VLOOKUP, HLOOKUP, LARGE, SMALL, SUBTOTAL, SUMPRODUCT, DATEDIF, NESTED FORMULAS

Charts in Excel

- Introduction to Charts
- Elements of Charts
- Major charts used in Industry

Data Filtering Techniques

- Introduction to Auto Filter
- Challenges in Auto Filter
- Power of Advance Filter
- Calculations based filter
- Filter using Wild Cards

Name Manager

- Introduction to Name Manager
- Use of Names in advance Reports

The Power of Pivot Tables

- Introduction to Pivot Table
- Pivot Table creating methods
- Rearranging a Pivot Table
- Filtering Pivot Table data
- Performing custom calculation
- Splitting Data into multiple sheets

Prevent wrong decisions using Excel Tables

- Introduction of Excel Tables
- Power of Excel Tables
- Time Saving features of Excel Tables



Expertizing Microsoft PowerPoint

Introduction to PowerPoint

- The PowerPoint Environment
- The Presentation View Buttons
- The Status Bar
- Keyboard Shortcuts

Creating Basic Presentations

- Creating New Presentations
- Inserting New Slides
- Applying Slide Layouts
- Working with PowerPoint File Formats
- Working with Themes

Transition and Animation

- Adding Slide Transition
- Adding Object Animation
- Working with Animation Effects
- Applying custom Animations
- Working with Text Animation
- Understanding Effect Options

Inserting Multimedia

- Working with Text
- Working with Pictures & Photo Albums
- Working with SmartArt
- Working with Shapes
- Working with Audio & Video
- Working with Tables, Charts & Objects

Shaping your Presentation

- Using Slide Masters and Slide Layouts
- Using the Notes Master
- Using the Hand-out Master
- Saving a Presentation Template

Setting up Presentation

- Setting Up the Slide Show
- Working with Narration
- Printing Presentation
- Slide Show options
- Using Custom Views

Business Presentation Tips



Detailed Coverage

Specialist in Microsoft Outlook

Introduction to Outlook

- ⇒ Understanding Mailing System
- ⇒ Understanding Outlook environment
- ⇒ Accessing Outlook
- ⇒ Setting Offline & Online mode

Using Calendar

- ⇒ Working with Appointments
- ⇒ Organizing Meetings Invitation
- ⇒ Creating and Assigning Tasks
- ⇒ Understanding recurring events
- ⇒ Reminder in Mails
- ⇒ Understanding Scheduling Assistant

Using Email System

- ⇒ Working with Signatures
- ⇒ Concept of Reply and Reply All
- ⇒ Concept of Forwarding
- ⇒ Understanding CC & BCC
- ⇒ Understanding Send-Receive
- ⇒ Reading Pane and Preview
- ⇒ Managing Conversations



Outlook Productivity Tools

- ⇒ Using Colour Categories
- ⇒ Using Rules and Alerts
- ⇒ Using Search Folders
- ⇒ Using Follow-ups
- ⇒ Using Quick Steps

Using Contacts

- ⇒ Adding new contacts
- ⇒ Fetching Address from email
- ⇒ Creating Distribution groups
- ⇒ Forwarding Distribution groups

Introduction to Microsoft OneNote

If you're anything like us, you probably have dozens of notebooks filled with fragments of thoughts and ideas strewn all around over the house. Note taking, after all, is the tool of choice for the consummate organizer. But what if you could ditch all those tedious paper notebooks and store all your thoughts in a digital repository? What if you could search through your notes, share them seamlessly with others, and access them from anywhere in the world?

This is the promise of OneNote, the note taking application that comes with Microsoft Office. Originally released as part of Office 2003, OneNote has quickly become the most powerful software of its kind on the market. Efficient, effective, and packed full with features, OneNote can help you get more done faster, provided you use it correctly.

If you're curious about OneNote and would like to try it out, or need to collaborate with someone on a OneNote notebook and find it confusing, here's everything you need to get started with OneNote. In this module, you'll learn how to create free-form notes, organize everything, automatically save online information.

Training Receivables...

- ❖ Training Presentation
- ❖ Solved samples discussed during the Workshop
- ❖ Learning videos
- ❖ eBooks
- ❖ Bulk files for practice
- ❖ Lifetime expert guidance for Query Solving
- ❖ Premium Access to iLearn – Our Learning Management System Under construction



Note: The entire Training & Study Material will be provided in CD

Student Speaks...



He is an expert in excel. His way of teaching is excellent. Topics covered in this course are really in depth and essential from a professional point of view. I am glad that I have found a teacher like him!! [Vinay Nagpal, Sr. Manager – American Express](#)



Vivekananda is an excellent knowledge of MS Office tools. His way of teaching is excellent as he have the experience of IT industry. [Shivkant Pathak, MIS Analyst – British Telecom](#)



I have no word for define the Excellency of Vivekananda sir I am word less. I would like to say only that he is an outstanding Trainer. [Nitin Sharma, Financial Analyst – BMW](#)



I have been nurturing my Excel and VBA knowledge under the exceptional guidance of Vivek Sir. The method of teaching is very simple, engaging and evolving. He is very much approachable, cooperative and resourceful in knowledge. The selective topics as per the industry requirement and organized study sessions exhibits quality of his professionalism. As, I have got a new job recently, I would say that he is building careers and I am sure he is one of best Excel & VBA trainer around. Thank you Sir for your guidance. [Pradeep Raturi, Process Champion – Mercer](#)



I recommend Mr. Vivekananda. The course content is very good. It covers all the topics. His teaching style is very simple and intelligible. He focuses on important part of the subject and also makes it very practical by giving business like examples. And because I also get to do difficult assignments that made me feel confident that I am grabbing the subject well. I sincerely recommend him for this course. [Kanishka Dua, Sales Analysis – IBM](#)



The way he teach is best amongst all and he have all the good qualities and skills needed in a trainer. He focus on every individual student and clear every doubts. So far I can say he is master on excel and VBA. I highly recommend him as trainer for all the courses he is providing and can guarantee that after course you will post same things as I did for him. [Ankit Saxena, Sr. MIS Associate – Virtual Employees](#)



I would like to share my experience with Vivek sir, as a trainer, his concept about course is very much impressive. Assignment are very much helpful to learn the course in easy way. Tough question has resolved within a minute. He knows how to manage 10 - 50 peoples in a group in classroom. His video programmes were very much impressive and helpful for each student. And I think most of the students has got a new jobs after attending his sessions. That's not enough about Vivek sir, I just want to say thank you Vivek sir, for those times which I have spent with u in classes. [Vasu Saini, Manager – Aviva Life Insurance](#)



Vivek Sir is one of the best trainer in NCR. [Alok Srivastava, Quality Analyst – Innodata Isogen](#)



Thanks to you sir for so much of learning. Guys if you are looking for specialized training and expertizing Excel and VBA skills then this would be the end of your search. Vivek sir provides all study materials with tricky assignments. The best part of his sessions are personalised attention to each and every student. [Rohit Diwakar, Sr. Executive - Pesticides India Limited](#)



This is an amazing class. I definitely was not expecting the instructor, Sir, to be so awesome. He is super well versed with Excel, a fantastic teacher. We learned awesome tips and techniques about how to most efficiently use Excel. It's amazing how much time many of us waste doing things manually. I never realized how simple it is to use the methods/shortcuts that Vivek sir teaches. Vivek sir's style of teaching is to keep drilling a concept over and over until it sticks. He is a very good teacher and technical mentor for excel and VBA programming. His class tutorial is well organised to understand basics as well as advance excel and VBA programming. Every class we are getting the video of tutorial which helps later to understand the missing things. The most important thing is that we can clear our doubts any time at cell phone or chatting. I am very happy to take this class. Compared to what else is out there. [Sujeet Singh, MIS Analyst – Mothersonsumi Infotech & Designs Limited](#)

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The Trainer

Provided customized trainings to the Professionals from more than 60 companies...

Mr. Vivekananda Sinha. He is an MCA professional and currently heading **Future in Hands**. He worked with the Top corporates like Mphasis, Samvardhana Motherson Group. He received several best Trainer awards from corporates for Microsoft Office based workshops. He also received Microsoft Office Specialist title from Microsoft. He facilitated to the professionals from top corporate like Taj Group, NIIT, British Council, etc. from Executive level to Top Management. Learners says that his sessions are like magic shows.



Significant Achievements

- ✓ Proven **8 Years** of rich experience in training and development in Core Analytics.
- ✓ Trained Executives, Asst. Managers, Managers, Sr. Managers, General Managers, Sr. Management, BPO Executives, MIS Personals, Accounts Personal, HR Personal, Quality Analyst, Project Managers, Software Engineers, Test Leads, Program Managers, Research Workers, Data analysis departments, Students.
- ✓ Received **Microsoft Office Specialist** title from Microsoft Corporation.
- ✓ Awarded several times as **Best Trainer** at corporate level for receiving excellent feedback for trainings on Microsoft Office, Advance Excel, Statistical Analysis using Excel, VBA Macros and Microsoft Productivity Tools.
- ✓ Developed **Global Content Repository System**, a 20,000 USD project developed in VBA for an IT company in South America. Received excellent customer feedback for the application.
- ✓ Been as a Project Guide on **Construction Site Layout Planning System**, a VBA project initiated by group of Civil Engineers of Indian Institute of Technology, New Delhi. This project emphasizes on the planning of different facilities of a site in an optimized way. This is a generic-algorithm based model for site layout planning.
- ✓ Developed and Implemented **Utilities for Excel**, a multi functionality tool that helped in saving lots of time for the Excel users. It covers the functionalities such as Sending Mails, Format Cells, Workbook Management, Workbook Library, Text Operations, Arithmetic Operations, Color Themes and Printing.
- ✓ Developed various **Consolidation Tools** using VBA that helped in the reduction of 99% of the time taken in manual consolidation of Reports. It proved great at the time of Yearly Analysis.
- ✓ Developed and Implemented **Awareness Evaluation System**, a VBA project to check the skills of the internal employees in different domains. This project includes SQL Server for storing questions, scores, user information and other details of the application. Login is based on windows Authentication.
- ✓ Developed a **Solution for Human Resource** to taken user inputs in email. The data received are automatically saved to central database.
- ✓ Developed **Document Management System** Plug-In for Microsoft Excel. This is a VBA Application that facilitates the users, to have documents easily available without wasting their time and efforts in searching them in the drive.





EVENTS & REWARDS

Internal Faculty Reward –GURU of the Month



Mr Vivekananda Sinha has been adjudged & recognized as GURU of the month for May-2013 for excellent feedback earned in Advance MS Excel training imparted at organization level. We appreciate his keen interest & efforts in sharing knowledge across the organization.

Mr Shalabh Singhal & Mr Vivekananda Sinha taking GURU award

Mr. Vivekananda Sinha has been adjudged jointly as the GURU of the month for August-2011. He has earned excellent feedback score in MS Office Training.

EVENTS & REWARDS

Internal Faculty Reward – GURU of the Month



Mr Vivekananda Sinha has been adjudged & recognized as GURU for the month of July-2010 for excellent feedback received for imparting MS Office training at organization level.



Month: Aug



EVENTS & REWARDS

Internal Faculty Reward – GURU of the Month

GURU of the months taking reward from our COO, Mr Rakesh Khurana.



GURU of August
Mr. Vivekananda Sinha



Mr Vivekananda Sinha for Adv Excel

EVENTS & REWARDS

Internal Faculty Reward –GURU of the Month

Mr Vivekananda Sinha receiving GURU award from Mr Rakesh Sharma, Head-HR&Admn



GURUs receiving award from Vice President - Technology



Month: July

Picture:



Description: Mr Vivekananda Sinha has been adjudged & recognized as GURU for the month of July-2010 for excellent feedback received for imparting MS Office training at organization level.

Month: July

Month: Aug



Mr Vivekananda Sinha & Mr Ajay Kumar has been adjudged jointly as the GURU of the month for August-2011. They have earned same feedback score in MS Office Training. Mr Ajay imparted VB.NET training & Mr Vivekananda imparted MS Office training at organization level.



Picture:



Description:



Mr Vivekananda Sinha has been adjudged jointly as the GURU of the month for August-2011. He has earned excellent feedback score in MS Office Training.

Mr Vivekananda Sinha from QAG team has been adjudged GURU for June '12 for imparting MS Productivity Tool training.



From our Gallery



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