

# Office Xcellence Bangalore,India Presents

1. A 2 day Workshop on MS Excel Basic to Advanced [5th& the 6th of Dec ,2015 | 9:00 am to 5:pm
2. A 2 day Workshop on MS Excel Macros Programming [12th& the 13th of Dec ,2015 | 9:00 am to 5:pm

## **INTRODUCTION**

This is a very hands-on, non-intimidating, course – delegates work through various exercises under the supervision, and with the help, of the facilitator to get to grips with Excel's functions

## **WHO SHOULD ATTEND**

All persons using Excel spreadsheets all persons involved in using Excel to process large datasets, especially those received from other systems, and converting them into reports to be utilised in the business.

## **PRE REQUISITE'S**

Basic Computer operating knowledge required

## **OBJECTIVES OF THE COURSE**

- Performing complex calculations more efficiently, using various Excel functions.
- Organizing and analyzing large volumes of data.
- Creating MIS reports.
- Designing and using templates.
- Analyzing data using chart
- Consolidating and managing data from multiple workbooks.
- Recording Macro to automate work

## **Benefits of the Workshop**

- Corporate Level Program
- Complete Hands on,no need to carry your laptop.
- On course Completion we provide,Microsoft based reference materials.
- Real Time Project Assignment,post workshop completion
- A certificate of participation
- Snacks and Meals Complimentary
- Avail Discounts on Referrals

## **Registration & Venue Details Contact :**

Mrs. Bhavna Philipose

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## **Registration Terms & Condition**

- Rs .6,000 /- All inclusive , no need to carry laptops
- Bank transfer details will be provide via email
- Need to register 5 days prior to the training start date
- Participation only through advance registration
- Batch size maximum 15 participants

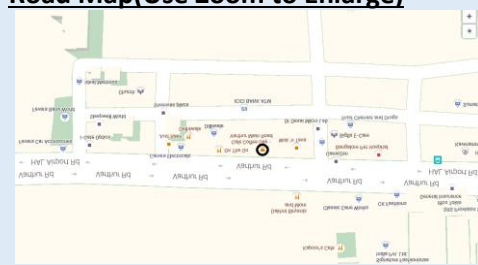
## **Venue Details**

RIVATECH

2nd Floor, TMR Towers, Thumbarahalli, Varthur Main Road, Bangalore – 560066

Landmark – Above Café Coffee Day (CCD)

## **Road Map(Use Zoom to Enlarge)**



## **To View Trainer Profile on LinkedIn**

<https://www.linkedin.com/in/bhavnaphilipose>

## **To View Course Details click on the links below**

[MS Excel Basic to Advanced](#)

[MS Excel Macros Programming](#)

## Coverage : MS Excel Basic to Advanced

### Day1 The Essentials

- Columns, Sheets, Cells
- Editing Data
- Data Formatting
- Excel Templates
- Copy and Paste Features
- Using Shortcuts
- Printing
- Working with Formuals
- Absolute and Relative Cell References
- Functions - If with And/Or/Not

### Day 2 :Advanced Functions

- Lookup/Hlookup, Match & Index
- Create List Using Data Validation
- Conditional Advanced Sums, sumifs,count, countifs, CountA
- Date/Time and Text functions
- Handling errors in functions

### Working with Data Analysis

- Instant Sorting, Table Formatting,Filtering
- Charts & Sparklines
- Visual Pivot Filtering with Slicers
- Data Consolidation
- Conditional Formatting using formulas
- Goal Seek
- Data Input Tables

## Coverage : MS Excel Macros Programming

### Day 1 The Essentials

- Recording and Running Macros
- Understanding Objects, Methods, Properties and Variables
- Interactivity Message/Input Boxes
- Looping Structures
- Programming Concepts
- User-Defined Functions
- Passing Multiple Arguments to Functions
- Modifying A Function
- Error Handling

### Day 2 Working with User Forms

- Creating A Dialog Box (User Form)
- Displaying A Dialog Box
- Using Text Boxes And Labels
- Using Command Buttons
- Using Combo And List Boxes
- Building Custom User Forms
- Referencing Built-in User Forms

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