EXCEL4ALL

Training & Consulting

"ADVANCED MS EXCEL"

(Unleash the power of excel and be an Excel Pro)

The real time Hands-on training will show how to make Excel work for you.

Facilitator:

Mr. Prabhas Kumar Panda
Founder & Principal Consultant
Excel4all Training & Consulting, Pune

On Saturday / Sunday, 20th & 21st December, 2014 at Pune.

Workshop Venue Details:

Hotel Sagar Plaza, No: 1, Bund Garden Road, Camp , Pune-411001,

Besides to New Zilla Parishad, Opposite to SGS Mall.

PERSPECTIVE

Microsoft Excel is undisputedly the most widely used spreadsheet Application on the market and most businesses now incorporate some version of this versatile package. Not only is it being used for spreadsheets and mathematical calculations, but it also has other functions which can be very Useful both at home and in the office. Many computer literate people have by now had contact with Excel in one form or another, and quite a lot of users understand how to use it to a basic or even intermediate level. But should you not know more? How will it affect your business or your value as an employee if you had advanced Excel skills?

Employees usually know enough of the basics of Excel in order to carry out their jobs to a satisfactory level, but there are inevitably some little duties or repetitive tasks that can be automated with the more advanced functions of the program. By allowing employees to upgrade their skills to higher level, employees are empowered to find new and innovative ways to perform their jobs. They are able to automate certain tasks, which leaves them in a better position to take on more work, or to perform the tasks that require personal attention more effectively. This leads to a more productive workforce.

Another consideration for employers is the occurrence of human error. Often important but repetitive tasks cause the employee to become bored and lose concentration, which may lead to costly mistakes, especially when working with stock levels or money. By automating certain functions, or by allowing the software to perform certain calculations, sorting information, the element of human error is eliminated. As a result information is more accurate and can be interpreted and used much more effectively.

You can use Excel to access, process, analyse, share, forecast and display the information with which you work around. Applications for Microsoft Excel have expanded far beyond your imagination. TAT (Turn-around-time) saving techniques, hidden tips and tricks not only empower the participants but also enhance their productivity at their workplace.

OBJECTIVES

The two days 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 boosting up the confidence level among the participants and attaining the optimum satisfaction with the best take-away.

This training is designed to help with these following aspects:

- MIS Reporting
- Data Mining
- Data Clinching
- Data Crunching
- Data Cleaning

OUTLINE

- Introduction to Spread sheets (Excel, Open Office, Lotus Spread sheet etc.)
- Shortcuts in Excel
- Importing and Exporting data from and to various Files Formats
- Formula & Functions
- Custom cell formats
- Data Cleansing Tools (Filters, Sorting, Advanced Filters)
- Pivot Tables (Features, Customisation, Field Setting, report export, working with multiple source)
- Using Conditional Formatting and Data validation
- Designing Excel Templates
- Hyperlinks and Name Manager
- Sub Totals, Grouping/Ungrouping, Auto Outlining data and reports
- Creating Organisation charts
- Charts & Graphs
- Workbook sharing and Merging Multiple Workbooks data into one workbook
- Window Management
- Sending mails using Excel File That contains email list
- Embedding Files and Other Object
- Protection Techniques (File, Sheet, Range, Encryption level)
- Doing What if Analysis (Goal seek, Solver for Linear Programming, Data Tables)
- Compare and merge of various Excel Work book data
- Consolidation Techniques (Multiple Workbooks / Worksheets)
- Connection with web data
- Working with Back Stage View
- Macros (Basics, Run and Record Macro, Designing search Engine and Tool Demonstration)

WHO WILL BENEFIT

It will be highly beneficial for Junior / Middle / Senior Level Managers across industries and functional area. Self-Employed Individuals and Entrepreneurs, will also benefit from this training.

PREREQUISITE

To facilitate the hands-on practice, the participants need to carry their laptop (fully charged), with an installed MS-Excel 2010 version.

METHODOLOGY

The training will focus on demonstrations, hands-on exercises, along with a judicious mix of presentations.

FACILITATOR

MR. PRABHAS KUMAR PANDA

Mr. Prabhas is a corporate consultant and trainer, having 10 Years of experience in MS-Office. He has conducted more than 500 batches and has a proficiency with MS Office Versions of 2007, 2010 and 2013.

Presently Prabhas is the Founder & Principal Consultant for **Excel4all Training & Consulting** in Pune. His clientele include corporate like L&T Group, Nokia, Reliance Group, HCL Technologies, DHL, CavinKare, Accenture, KIMS Hospital, Ministry of Corporate Affairs, CITI Bank , Johnson & Johnson, Mahindra & Mahindra, Aditya Birla Group, Murugappa Group, TVS Group, Lear Corporation, Plastic Omnium, Kotak Securities, Maersk, Henkel, CNSI, NPCL, TSBL, Sundaram Asset Management, DCW Ltd, Sutherland, Trimax, Bharati AXA, Amazon, TAG Corporation, ABB Ltd, ADP, ISS Facility Services, Ingram Micro, Thermo Fishers, to name a few.

As a freelance consultant, he has been providing automation solutions for manufacturing concerns, HR Consultancies, BPOs and ITs etc. He is also involved in customising and designing reference manual for advanced excel, which is industry specific, handy and precise, having comprehensive coverage of important functions, tools, formulas, tips and tricks to accelerate the users working smart and fast and ultimately help in saving lot of Turn Around Time.

Previously, he has been associated with Shasun Pharma Solutions, Dempo Group, Standard Chartered bank, Accenture and Reliance Retail.

Dates: Saturday & Sunday, 20th & 21st December, 2014

Timing: 9:30 am to 5:30 pm

No. of Slots: 20 Nos.

Venue: "Hotel Sagar Plaza" (3 Star Business Class hotel), No:1, Bund Garden Road, Camp, Pune-411001

Investment: **Rs.5,000/-** per participant. Fee is inclusive of course material (Soft Copy), Breakfast, refreshments and luncheon.

Group Discount: 5% discount for 3 or more participants from the same organisation.

Nomination/s will be confirmed subject to receipt of the nomination fee in advance. Nomination fee is non-refundable, however, participation by a substitute is allowed.

Registration: The registration form duly filled in, along with account payee cheque drawn in favour of **Prabhas Kumar Panda**, should reach our office prior to the date of the program. Or payment can be made online:

Prabhas Kumar Panda, A/c No: 0194104000086082, IFSC Code: IBKL0000194

Certificate of participation will be issued to all participants

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Contact Person:

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