



Advanced Excel and MIS Training For Corporates

SPECIAL TRAINING FOR -

- HUMAN RESOURCE
- MIS ANALYST/EXECUTIVE
- SALES AND MARKETING
- FINANCIAL ANALYST
- BPO/KPOs
- INVENTORY MANAGER
- PROJECT MANAGER/TEAM LEADER
- MANAGEMENT CONSULTANT

COURSE FEATURES –

- ☛ Introduction to MS Excel
- ☛ Working with Formulas and Functions
- ☛ Conditional Formatting and Forms Controls
- ☛ Timeline and Slicer Features
- ☛ Dashboards Creation
- ☛ Dynamic and Automation Repots

Training By : Janavi Pandirkar
Contact : 9967297975

Fees for Advanced Excel and MIS
Training

Training Type	Total Duration	Session	Fees
Individual	8 Hrs	4	Rs.4,000
Group	10 Hrs	5	Rs.20,000

Batches on every Saturday and Sunday
at Thane West.

Become more skill full productive you!

INTRODUCTION TO MS EXCEL AND UNDERSTANDING BASIC WORKING WITH IT

- Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets and
- Saving Excel File as PDF, CSV and Older versions
- Using Excel Shortcuts with Full List of Shortcuts
- Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet
- Using Paste Special Options
- Formatting Cells, Rows, Columns and Sheets
- Protecting & Unprotecting Cells, Rows, Columns and Sheets with or without Password
- Page Layout and Printer Properties
- Inserting Pictures and other objects in Worksheets

WORKING WITH FORMULAS AND FUNCTIONS

- Lookup and Reference Functions: VLOOKUP, HLOOKUP, INDEX, ADDRESS, MATCH, OFFSET, TRANSPOSE etc
- Logical Function: IF / ELSE, AND, OR, NOT, TRUE, NESTED IF/ELSE etc
- Database Functions: DGET, DMAX, DMIN, DPRODUCT, DSTDEV, DSTDEVP, DSUM, DVAR, DVARP etc
- Date and Time Functions: DATE, DATEVALUE, DAY, DAY360, SECOND, MINUTES, HOURS, NOW, TODAY, MONTH, YEAR, YEARFRAC, TIME, WEEKDAY, WORKDAY etc
- Information Functions: CELL, ERROR.TYPE, INFO, ISBLANK, ISERR, ISERROR, ISEVEN, ISLOGICAL, ISNA, ISNONTTEXT, ISNUMBER, ISREF, ISTEXT, TYPE etc
- Math and Trigonometry Functions: RAND, ROUND, CEILING, FLOOR, INT, LCM, MOD, EVEN, SUMIF, SUMIFS etc
- Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, COUNT, COUNTA, COUNTBLANK, COUNTIF, FORECAST, MAX, MAXA, MIN, MINA, STDEVA etc
- Text Functions: LEFT, RIGHT, TEXT, TRIM, MID, LOWER, UPPER, PROPER, REPLACE, REPT, FIND, SEARCH, SUBSTITUTE, TRIM, TRUNC, CONVERT, CONCATENATE, DOLLAR etc

CONDITIONAL FORMATTING, SORTING AND FILTERING DATA

- Using Conditional Formatting
- Using Conditional Formatting with Multiple Cell Rules
- Using Color Scales and Icon Sets in Conditional Formatting
- Creating New Rules and Managing Existing Rules
- Sorting Data A-Z and Z-A
- Using Filters to Sort Data
- Advance Filtering Options

PIVOT TABLES AND PIVOT CHARTS



- Creating Pivot Tables
- Using Pivot Table Options
- Changing and Updating Data Range
- Formatting Pivot Table and Making Dynamic Pivot Tables
- Creating Pivot Charts
- Types of Pivot Charts and Their Usage
- Formatting Pivot Charts and Making Dynamic Pivot Charts



MIS TRAINING

Method of :

- Monthly , Weekly , Daily Quarterly Report
- Variance Report
- Compare Report
- Sales Report
- Sales Report Analyzing
- Creating Dynamic and Automated Dashboards