

Computer Society of India, Mumbai Chapter
Presents
Two days hands on workshop on
Advance MS Excel (Version : 2013)
29-30 June 2018
Mumbai, From 9:30 am to 5:30 pm

Introduction:

This program is designed for executives who are already familiar with the basics of Microsoft Excel, and who would like to work with more advanced features of Microsoft Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports, and automating various tasks.

Prerequisites

Participants attending this training should be familiar with the basic operations in Microsoft Excel, such as simple calculations, formatting and printing.

Who Should Attend?

Executives and managers who have already been using Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently.

Objectives

This Advanced Excel training program will empower the participants to be able to do the following:

- 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

Course Contents:

Module 1: Overview of the Basics

- Explore the User Interface
- Exploring new features of Excel 2013
- Work with Contextual Tabs
- Use the Excel Galleries
- Customize the Excel Interface

Module 2: Working with Cell Reference

- Understanding Cell Reference
- Working with all kind of cell reference(Relative, Absolute & Mixed)
- Understanding Mixed cell reference with some formulas

Module 3: Working with Formulas & Functions

- Working with general & advance function(SUM, AVERAGE, MAX,MIN, LARGE & SMALL,SUMIF,SUMIFS,AVERAGEIF,AVERAGE IFS,COUNTIF,COUNTIFS,RANK)

Module 7: Working with Range Names

- Defying a range name
- Defying the scope of a range name
- Modifying/deleting the range name
- Understanding OFFSET function
- Making a range name dynamic using OFFSET function

Module 8: Data Validations

- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell
- Using dynamic range name in validation

Module 9: Working with Templates

- Designing the structure of a template
- Using templates for standardization of worksheets

- Writing conditional expressions (using IF)
- Using Nested IF
- Limitations of IF
- Using logical functions (AND, OR, NOT) inside IF
- Using Date & Time function in IF

Module 4: Sorting and Filtering Data

- Sorting lists
- Sorting data according to color
- Different option of Sort
- Using multiple-level sorting
- Using custom sorting
- Using simple Filter
- Working with top/bottom records
- Working with date filter
- Using wild card in filter
- Working with text filter
- Limitation of custom filter
- Understanding advance filter
- Copying filter data into different location using
- Using formula & function in filter
- Working with unique records in filter

Module 5: Working with Styles & Formatting

- Cell Styles
- Creating lists using Table
- Formatting the structure of a list
- Conditional Formatting
- Working with different option of conditional formatting
- Using formula/function in formatting

Module 6: Working with VLookup & Index and Match

- Using simple VLookup
- Using Column function in Vlookup
- Limitation of Vlookup
- Joining two Vlookup using Concatenate function
- Working with Index & Match function
- Understanding Hlookup function

Module 10: Working with Pivot Table, Power Pivot & Other Reporting Tools

- Creating subtotals
- Multiple-level subtotals
- About Power View
- Basic of Power Pivot
- Working with Power Pivot
- Data Analysis in Power Pivot(DAX- Data Analysis Expression)
- Creating Pivot tables report
- Formatting and customizing Pivot tables
- Creating Calculated Field & Calculated Items
- Using Formula in Pivot Table Calculated Field
- Creating group in Pivot tables
- Pivot charts & Normal Chart
- Using external data sources

Module 11: More & New Functions

- Date and time Functions
- Text Functions
- Statistical Function(COUNT, COUNTA & COUNTBLANK)

Module 12: What-If Analysis

- Using goal seek
- Using data tables
- Creating and editing scenarios

Module 13: Data Forms

- Using forms to simplify data manipulation
- Specifying criteria for finding records

Module 14: Workbook Sharing and Auditing

- Track changes
- Merging workbooks
- Tracing precedents and dependents
- Tracing errors

Module 15: Working with External Data

- Querying external databases
- Saving, editing and reusing external data queries
- Importing text files
- Refreshing data

Module 16: Using Macros(VBA)

- Recording and executing macros
- Understanding different types of references in macros
- Assigning macros in Tab & QAT

Registration Fees:

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CSI Member	4720/-
Non CSI Member	5900/-
Student	2950/-

- The cheque / DD in favour of "CSI Mumbai Chapter" Payable at Mumbai.
- Registration fees covers courseware, lunch, Tea/Coffee and CSI Certificate.
- Group discount is available for minimum 5 number of registration.
- Non CSI Member can avail discount in fees by becoming member of the society for details
Visit : <http://www.csi-india.org>
- Note: Payment is to be made in favour of **"CSI Mumbai Chapter"** A/c No. 10606576641 Payable at State Bank of India, MIDC, Andheri East, Branch, Mumbai - 400093. RTGS/NEFT Code: SBIN0007074 (All Major VISA / Master Credit / Debit cards will be accepted)

Venue & For Registration Contact:

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Participation only through advance registration, (Batch size : 20 participants only)

Note – Out station participants need to confirm at least 5 days prior to the commencement of the training

Disclaimer:

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