



Advanced MS Excel Training

**12-hour Classroom
Program**

Introduction

MS Excel is the most widely used spreadsheet program across organizations around the globe. Though MS Excel may seem useful only for a number-crunching job like-accountant or financial analyst, proficiency in MS Excel is required for working effectively in any business domain (Sales,Operations,HR, etc.).

In today's knowledge era, timely information is the key to any organization's success. This information can be dumped into spreadsheets or presented in a proper manner to aid quick decision making.

This two day program aims to provide you with the knowledge to create reports and Present Operational, Strategic and Financial data in an effective manner.

Applications in Business

Human Resources: HR functions like recruitment, training & development, performance management, compensation management, payroll management etc, everywhere data needs to be maintained and analyzed. Proficiency in MS Excel is imperative for doing these activities efficiently.

Marketing: Marketing managers need to communicate with the management in terms of numbers– demand, revenue, profits etc. MS Excel can help in sharing this information in an effective manner so that decisions can be made on which marketing channels should be adopted in the future.

Sales: The lifeline of any business is a strong sales team. They need to maintain sales data, analyze trends across different segments, find deviations for targets and continuously monitor the situation so that the sales target's are met. MS Excel helps a lot in doing these activities in a comfortable and timely manner.

Operations: Production planning is a complex task and requires a vast categories of material. Also, the timelines needs to be adhered too as any delay can lead to potential sales loss. MS Excel helps an operation manager keep track of this in simple manner

Administration: Making budget for office maintenance expenses or maintaining database for different kinds of expenses – canteen, electricity etc. required knowledge of MS Excel.

Key Takeaways

This course will help you:

- ✓ Understand MS Excel right from scratch
- ✓ Learn to build impressive reports/charts
- ✓ Become proficient in basic and advanced functions
- ✓ Real life cases for developing analytical skills
- ✓ Comprehensive assignments for assessment



Who should sign up

- ✓ Working professionals looking for accelerated growth in their current organizations
Students/Professionals with commerce/accounting backgrounds
- ✓ Working professionals looking for a shift to a Finance profile
- ✓ Customized Corporate Training for companies

Course Fees

The fees for the 2-day program is INR 3,000 (plus service tax). In case, you are looking to provide corporate training to employees in your organization, we are flexible to cater to any specific requirements

Venue

Spaze iTech Park, 556
Tower B2, 5th Floor, Sector 49,
Gurgaon, Haryana, India-122018

Certification

A completion certificate will be provided at the end of the course to all participants

Course Content

This course will help you learn the following concepts:

- ✓ Understand the basic layout and setup
- ✓ Get familiar with important shortcuts
- ✓ Comprehend how to Cut, Copy, Paste, Hide, and Unhide data in rows, columns, and sheets
- ✓ Overview of Merge & Center
- ✓ Understand Text Alignment and Text Indent
- ✓ Learn Custom Formatting and Conditional Formatting
- ✓ Learn Basic/Advanced Charting – Pie charts, Combo charts, Waterfall charts, Gantt charts, etc.
- ✓ Understand how to make Pivot tables
- ✓ Understand Data Validation and Filters
- ✓ Know how to utilize Goal Seek to validate assumptions
- ✓ Protecting and Sharing – Cells, Worksheets, and Workbooks
- ✓ Learn basic functions, including Sum, Sum if, And, Average, Choose, Vlookup, Hlookup, Count, Countif, Max, Median, Sum product, Today, Eomonth, NPV, PMT, and IRR.
- ✓ Learn advanced functions, including Match/Index, Offset, String functions, Date and Array functions.
- ✓ Understand niche functions, including Etworkeays.Intl, Yield, Transpose, Forecast and Trend, Text, Mod, Db, Sln, Ipmt and Ppmt, Find, Len, Left, Right, Mid, and Mirr.

Team

ANMOL BHANDARI, CEO & Co-founder

- Investment Director & Head of Business Development, Gaia Renewable Capital
- Director, Business Development, Copal Partners
- Hedge Fund Strategies Group, Goldman Sachs
- Harvard Business School, OPM 45
- B.Sc. Electrical Engineering, Villanova University

AMAN CHOWDHURY, CFA, CEO & Co-founder

- Country Head, Copal Partners, India
- Vice President, Genpact & J.P. Morgan
- Investment Banker, Credit Suisse & Lazard
- MBA, Darden Business School, University of Virginia
- B.A. Economics, St. Stephen's College

KARANMALHOTRA

- Senior Vice President at Cians Analytics
- Analyst, JPMorgan Chase & Co.
- Senior Business Analyst, Evalueserve
- MBA, SCMLD, Pune
- Bachelor's Degree in Commerce, Panjab University

VAIBHAVAGGARWAL, CFA

- Senior Member of the Investment Research / Financial Modeling team at CiansAnalytics
- Extensive experience in building financial models for various sectors – Oil and Gas, Banking, Retail etc.
- CFACharterholder
- Bachelor's Degree in Commerce, University of Delhi

How to Register?

Interested candidates could register with us by visiting our **registration page** on www.ciansacademy.com

For any further enquiries, you could reach us at:

Address

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Tower B2, 5th Floor, Sector 49,
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See You in Class!!!