

**(Western Region)**

**Two Day Workshop on ‘’Excel Yourself in Microsoft Excel’’**

**On 12th-13th July 2019**

**Venue: ACMA Office, 10th Floor, Godrej Eternia “C”, Old Mumbai –Pune Highway, Wakdewadi,**

**Shivaji Nagar, Pune -411005**

**Course Content & Programme**

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| **Time** | **Day 1 – 12th July 2019** | **Day 2 – 13th July 2019** |
| 0930 hrs-1000 hrs | **Registration** | **Registration** |
| 1000 hrs -1030 hrs | **Welcome Remark by ACMA WR**  **Introduction about program** | **Recap of Day one** |
| 1030 hrs-11:00 hrs | **Tea/Coffee Break** | |
| 1100 hrs-13:00hrs | **Working with Advance Charts Column:**   * Chart advance formatting * Combo charts * Exploring new charts * Pie chart with data label * Line chart with editing features   **Working with Advanced Functions :**   * Working with Functions * Using the IF Function * Nesting Functions * Using Multiple Conditions with the IF Function | **Enhancing Pivot Tables**   * Working with Summary Functions * Sorting Items in a Pivot Table * Creating a Slicer * Grouping Data * Applying Label and Value Filters |
| 13.00 hrs -14.00 hrs | **Lunch Break** | |
| 14.00 hrs -15.00 hrs | **Advance formulae (text & numeric) :**   * Trim, upper, lower, Len, proper, concatenate * Find, replace, substitute, search * Large, small, max, min, Sumif, Sumifs * Count, Countifs, count, Averageifs | **Creating VLOOKUP functions :**   * Using the VLOOKUP Function * Using the LOOKUP Function * Creating Cell References (Absolute, Relative & Mixed) |
| 15.00 hrs -15.30 hrs | **Tea/Coffee Break** | |
| 15.30 hrs -17:30 hrs | **Creating and Working with Pivot Tables :**   * Understanding Pivot Tables * Creating a Pivot Table using Worksheet Data * Creating a Pivot Table using an External Data Connections * Laying out a Pivot Table on a Worksheet * Modifying Pivot Table Fields * Using a Report Filter * Refreshing a Pivot Table * Formatting a Pivot Table | **Protection and security :**   * Protecting cells * Removing a password from an excel workbook * Removing workbook protection * Allowing selective editing of a protected worksheet * Understanding Data Validation   **Data Validation**   * Validation to range/ Cell * Creating drop down box * Creating dependent drop-down box |
| **Concluding Remarks & Feedback** |
| 17:30 | **Program ends** | |