

**(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)
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| 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
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| **Concluding Remarks & Feedback** |
| 17:30 | **Program ends** |