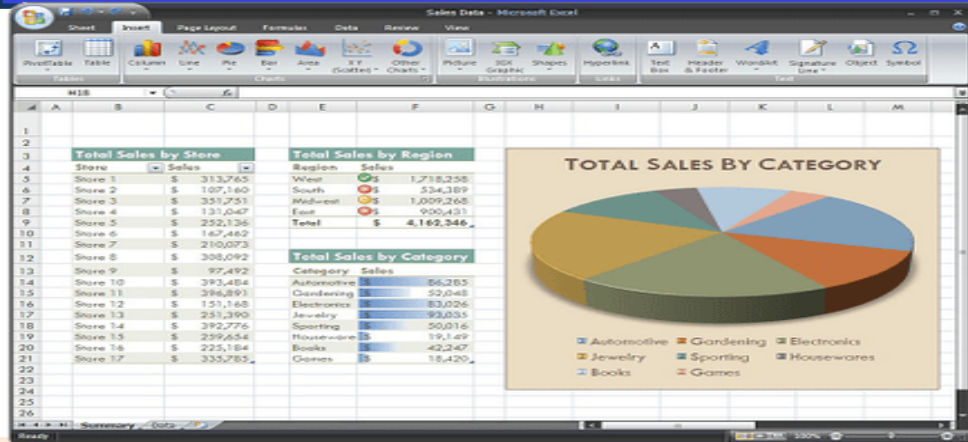




# Hiregange Academy

- Empowering Knowledge & Employability

## One day Workshop on - Understanding Basic and Advanced Microsoft Excel



*Hiregange Academy is up with yet another essential one day workshop which aims to enhance the knowledge on the Microsoft Excel- Basic and Advanced Excel.*

*The workshop would be of special interest to Accountants, Managers, Tax practitioners, Chartered Accountants, Cost Accountants, CMA and CA students and other professionals.*

**Venue**

• “SSMRV Degree College, Seminar Hall, 1<sup>st</sup> Floor, No 17, 36<sup>th</sup> Cross, 26<sup>th</sup> Main, 4<sup>th</sup> T Block, Jayanagar, Bangalore - 560041

**Fee**

• Rs.1000 per participant (Inclusive of GST), Includes Executive Lunch.

**Seats**

• Limited to 80 seats on first come first serve basis

**Trainer**

• CA Venugopal Gella

**Contact person**

• T.V. Gopinath : 09620116163  
• Email id: gopi@hiregangeacademy.com

❖ → **“Participants are required to bring their own laptops Fully Charged”.**

18.11.2017

## Understanding Microsoft Excel

Saturday

Session	Schedule	Duration	Timings
	Registration starts at		9.15 A.M
Session 1	<b>Overview of Microsoft Excel:</b> covering Importance of Excel, formulas-basic and advanced, formatting, charts and other concepts in brief		
Session 2	<b>Formulas</b> -Basic formulas- <b>Vlookup, Adv.VLookup, Sum, SumIF, CountIF, Formula debugging etc., Advance formulas</b> -Array, Formula errors, Formulas audit, Need and Uses of Calculation modes, <b>3D References</b>		
	Tea Break		
Session 3	<b>Conditional Formatting</b> - Custom cell formatting, Date/Time Formatting, Tables, Freezing rows and Splits, Paste special		
Session 4	<b>Charting- Advanced Charting</b> , Chart templates, Combo -dynamic charts, Chart templates		
	Lunch Break		1.30 P.M. to 2.15 P.M.
Session 5	<b>Tables</b> -Benefits of using Tables, Table formatting, formulas, <b>Pivot tables</b> -uses, Tips for Pivot Tables, Pivot charts		
Session 6	<b>Data Filters</b> -Sorting, Data Validation, Advanced Filters, <b>Filters in Pivot tables</b> , <b>Importing External data</b> - Importing Csv files, Web data, <b>Importing Ms Access data</b>		
	Tea Break		
Session 7	<b>Form Controls</b> - Introduction, <b>Developer toolbar</b> , scroll bar control, Macro recorder, Visual basic recorder, Understanding Ribbons, <b>USEFUL EXCEL SHORTCUTS</b> , <b>Customizing Quick Access toolbar</b> , <b>Best practices in Excel.</b>		