



Hiregange Academy

(A Division of Empower Education Foundation®)
Empowering Knowledge & Employability



One day Workshop on - Understanding Basic and Advanced MS Excel , Thursday 25th April 2019

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 , unemmployed graduates and CA students and other professionals



Venue

Hiregange Academy, #33, Second Floor, 26th Main 36th Cross, Jayanagar 4th T Block, (Above Just books, Opposite Taaza Thindi)

Fee

- Rs.1000 per participant (Inclusive of GST), Includes Lunch.
- **50% discount for Students and Unemployed graduates**

Seats

- Limited to 50 seats on first come first serve basis

Trainers

- CA Venugopal Gella
- Tabish Hassan

Contact person

- Lalitha Venkatakrisnan- 7338181965
- Email id: lalitha@hiregangeacademy.com

❖ → "Participants are required to bring their own laptops Fully Charged".
❖ Seats Limited to 50 Only !!!! (Minimum Participants 30)

Session	Schedule	Speaker	Timings
	Registration starts at		9.15 A.M
Session 1	<ul style="list-style-type: none"> Basics of Excel Filters, Sumifs, countifs, pivot tables Data validation, conditional formatting 	Tabish Hassan	9.30 AM-11.30 AM
	Tea Break		11.30 AM-11.45 AM
Session 2	<ul style="list-style-type: none"> Advanced filters Insert slicers and combining various pivots 	CA Venugopal Gella	11.45 AM- 1.30 PM
	Lunch Break		1.30 P.M. to 2.15 P.M.
Session 3	<ul style="list-style-type: none"> Lookup functions and mixed referencing If functions (including nested if functions) 	Tabish Hassan	2.15 PM to 3.45 P.M.
	Tea Break		3.45 P.M to 4.00 P.M.
Session 4	<ul style="list-style-type: none"> Advanced application (including dynamic hyperlinks, index-match) Useful excel shortcuts and best practices in excel. 	CA Venugopal Gella	4.00 PM – 5.30 PM