



Conducts

One Day Training Programme on

ADVANCED MS EXCEL 2010

Course Content:

Session	Topics
Session 1	<ul style="list-style-type: none"> > Understanding Ribbon, Tabs, Mini tool bar & QAT > Tips, Tricks and shortcut keys > Making proper data > Conditional formatting > Advanced level of Sort & Filter > Working with Dynamic excel table > Auto freeze, Auto function, Auto subtotal, Auto format, Multiple filter, Auto update, Auto selection, Auto copy, Using formulas and function & etc
Session 2	<ul style="list-style-type: none"> > Function <ul style="list-style-type: none"> o If, And, or o Nested function o Nested ifs > Lookup function > Lookup with Array function > Handling error in lookup
Session 3	<ul style="list-style-type: none"> > Advanced Concepts in Pivot Table <ul style="list-style-type: none"> o Working with design & layout o Summarize data with different functions o Creating formulas o Field setting o Report filter o Grouping data o Creating Yearly, Quarterly, Monthly, Weekly reports o Consolidation of sheet
Session 4	<ul style="list-style-type: none"> > Advanced levels in Chart <ul style="list-style-type: none"> o Making the chart o Types of charts (Bar, Pie & etc) o Working with design, layout & format o Template chart & Changing default chart > Working with Excel Macros <ul style="list-style-type: none"> o Recording, Testing & Running a Macro o Using the Developer Tab o Create a Macro o Relative and Absolute Recording o Using the Macro dialog box o Using a Shortcut key o Placing a Macro on the Quick Access Toolbar

PARTICIPANTS :

Basically well suited for people of all levels who already have basic knowledge in computer.

Methodology:

- With very interactive and attractive live demo of excel exercise
- Hand on exercise will be provided
- Assignment with solution will be provided



Facilitator - Mr. Yogesh

...dedicated to guiding professionals to succeed while inspiring an insatiable passion for learning

Visionary Person and dedicated Educator with a Master's Degree coupled with 10 years' experience instructing hundreds of professionals at various levels and cadres implementing effective programs for IT courses. Background includes seven years of Engineering College Lecturing and corporate Training.

TRAINING PROGRAMME FEE :

Rs. 3,500/-per participant + 18% GST.

GSTIN : 33AFKPG7543M1Z5 SAC CODE : 999293 (Commercial Training and Coaching Services)

It covers Course Material, Buffet vegetarian lunch & refreshment. Cheque / DD drawn in favour of "Maxwell Centre for Industrial Training and Development".

Registration Terms & Conditions:

- g Clients, who are nominating 2 or more than 2 participants, will avail 10% discount on the total cost.
- g Cancellations are subject to a service charge. Substitutions are acceptable.
- Maxwell Academy Private Limited has the right to cancel a workshop if the attendance does not meet the 7 person minimum. In this instance, all payments will be fully refunded.
- g Please contact us at 9841985110 if you have a group of 10 or more. Customized training may be proposed.
- g Training Venue are subject to change based on the number of participants

Date and Time:

22nd December 2018

Saturday

10 am - 5 pm



Venue:

Hotel Aditya Homotel-

Hyderabad

Telangana 500016

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