

# TAKE & MAKE TRAINING CENTRE

ISO 9001:2008 CERTIFIED INSTITUTE  
TAKE TRAINING & MAKE YOUR CAREER

## CERTIFICATION ON ADVANCED EXCEL FOR DATA ANALYTICS & MIS REPORTING :



ONLINE **100%** OFFLINE

Practical Training Classes

<b>DURATION</b>	8 WEEKS ( 8 CLASSES )*
<b>AVAILABLE DAYS</b>	ALL WEEKDAYS AND WEEKEND MORNING
<b>MODE FACILITY</b>	BOTH BATCH & SINGLE MODE FACILITY
<b>PRICE - ONE TIME</b>	Rs. 5500 /-
<b>PRICE - INSTALMENT</b>	Rs.5950 /- Rs.3000 + Rs. 2950
<b>PRICE- SINGLE MODE</b>	PER CLASS BASIS: RS. 950 PER CLASS

\* ONE CLASS IS EQUAL TO ONE AND HALF HOUR.

**Objective:** This Advanced Excel training program will empower the participants to be able to do the following:

- ☺ Creating MIS reports.
- ☺ Analyzing data using formulas
- ☺ Visualizing results using charts
- ☺ Adding interactive abilities to your workbooks
- ☺ Creating informative & in-depth dashboard reports
- ☺ Reveal the insights in data.
- ☺ Visualize the data to understand it better.
- ☺ Perform complex analysis on data and present it in an attractive way.
- ☺ Performing complex calculations more efficiently, using various Excel functions.
- ☺ Organizing and analysing large volumes of data.
- ☺ Consolidating and managing data from multiple workbooks.

Now, GIVE 'Assessment test' to Understand YOUR knowledge level & Learn accordingly..

### DATA HANDLING

Data Validation (List with IF Condition, Input or Warning Message)  
PIVOT TABLE (Using data sources, Consolidation ranges, Customizing PivotTable layout, PivotTable advanced options, Pivot Charts)

Cell Formatting & Converting  
Merge, Wrap, S2F, Border, Fill Effect  
Fill Series (advanced)  
Referencing (Absolute, Relative Referencing, Mixed Referencing)  
What - If - Analysis, Goal Seek, Data Table, Scenario creation.

### REPORTING

Conditional Formatting (Basic to Advance)  
Page Setup & Print Formatting  
Grouping & Sub-total Criteria

### BASIC TO ADVANCE:

Chart Analysis & Create charts and graphs  
Table Formatting  
Important Short Cut Keys for Advance Excel  
Multi-Level Sorting  
Hide (Both Row/ Column and Work Book)  
Freeze Panes & UN Freeze Panes, Split Window  
Protect Worksheets or Cells or Sheet, Password Protect Security  
Circular References  
Removing Duplicate Values  
Cell Range Naming  
Go To (Special)  
Paste (Special)  
Filter Data (Auto filter, Advance Filter)  
Auditing (Tracing precedents and dependents, tracing errors, Adding 7 Removing Arrows, Track Errors etc.)  
Embedding Object to Excel  
LINKING (Linking between Sheets, Linking between Workbook)  
Macros (over View)

POWERPIVOT – DASHBOARD OVERVIEW

MACRO RECODING AND PROGRAMMING OVERVIEW





# TAKE & MAKE



## DATA LOOK UP FUNCTIONS

VLOOKUP (), HLOOKUP ()  
 MATCH () VS VLOOKUP ()  
 INDEX (), INDEX () WITH MATCH ()  
 CHOOSE ()  
 VLOOKUP () WITH CHOOSE ()  
 INDEX () WITH MATCH ()  
 Text to Columns  
 Find & Replace (also with Wild Card Characters)

## LOGICAL FUNCTION

AND (), OR (), NOT (), MINA (), MAXA () ETC.  
 IF (), NESTED IF (), IF MIXED WITH OTHER FUNCTIONS

## TEXT FUNCTIONS

PROPER (), LOWER (), UPPER (), VALUE (), REPLACE (), LEFT (),  
 RIGHT (), MID (), TRIM (), LEN (), CONCATENATE () VS. & (SIGN).

## F PREVIEW

Function Vs. Formula

Multi Array Function

BASIC FUNCTIONS:

SUM(), MIN(), MAX(), LARGE(), SMALL(), AVERAGE(), AVERAGEIF(), COUNT(),  
 COUNTA(), COUNTIF(), RANK(), SQRT(), SIGN(), PRODUCT(), ABS(), MOD(),  
 ROUND () ETC. ALSO NEWLY ADDED: SUMIFS (), COUNTIFS () ETC.

## DATE & TIME FUNCTIONS

NOW(), TODAY(), DATE(), TIME(), DAY(), MONTH(), YEAR(),  
 WEEKDAY () & DDDD FORMAT,, WORKDAYS(), NETWORKDAYS(),  
 HOUR (), MINUTE (), SECOND (), WEEKNUM (), DATEDIF ()

## SPECIAL FUNCTIONS

REPT (), CLEAN (), EXACT (), HYPERLINK (), TRANSPOSE (),  
 PMT (), SUMIF (), SUMPRODUCT (), SUBTOTAL ()

## EXTRA ORDINARY SPECIAL BONUS TIPS AND TRICKS:

- ✚ LIST ALL SHEETS NAME IN ONE SHEET
- ✚ More than 6 00 Short Cuts for Regular Use
- ✚ Linking Between Word and Excel- Mail Merge
- ✚ Add Picture to the Comment Box
- ✚ Autocorrect Option
- ✚ Automatic Formula Calculation
- ✚ Enter Key Direction in Excel
- ✚ Disable Fill Handle or Drag n Drop
- ✚ Install Excel Add Ins

- ✚ Adding/ Removing / Moving Q A T
- ✚ Minimizing / Maximising Ribbon
- ✚ Quick Referencing ( R1C1 )
- ✚ Quickly Add Headers in Excel
- ✚ Removing Grid Lines from Excel
- ✚ Installing CAMERA in Excel
- ✚ Printing Heading Repeatedly on every page
- ✚ Hiding Formula from showing it to Address Bar
- ✚ **KNOW HOW EXCEL CAN SPEAK TO YO**

## Trainer Profile –

Mr. Ratul Banerjee, 8+ Years of Experience in MS Excel Corporate Training. He has real-time Experience in creating Excel Based Templates for various corporates in Kolkata. He has given training to more than 70 corporate till date. More details about him at <http://ratulbanerjee.weebly.com/>

## TAKE AWAY->

- eBook – Excel 2003 ( 106 pages)
- eBOOK – MICROSOFT EXCEL 2007 ( 142 pages)
- eBOOK – MICROSOFT EXCEL 2010 ( 151 pages)



WAIT..WE HAVE MORE.....

**30 IMPORTANT TEMPLETE FORMATS YOU WILL GET FREE WITH THE TRAINING.**

## WE DO CORPORATE TRAINING ON ADVANCED EXCEL

PRESTIGIOUS COMPANIES AND INSTITUTES HAVE INVITED US TO CONDUCT CUSTOMISED WORKSHOPS FOR THEIR EMPLOYEES AND MEMBERS. OUR CORPORATE CLIENTS INCLUDES NAME LIKE MANIPAL UNIVERSITY GLOBAL EDUCATION LIMITED, MCNALLY BHARATH ENGINEERING CO. LIMITED, FUTURE GROUP, CONTINENTAL INDIA LIMITED, VIKRAM SOLAR LIMITED ETC.