

Advanced EXCEL Training

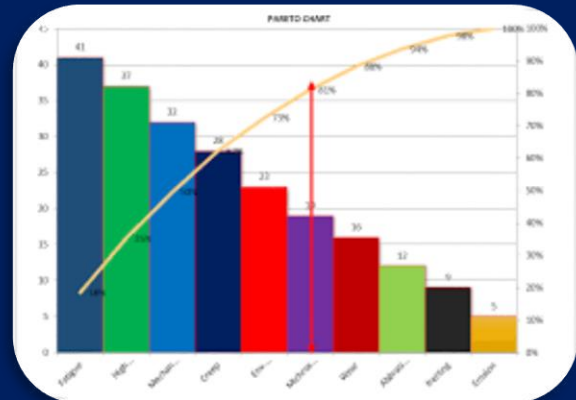
23 - 24 April
[Sat-Sun]



The Live Online Session will cover the following TOPICS

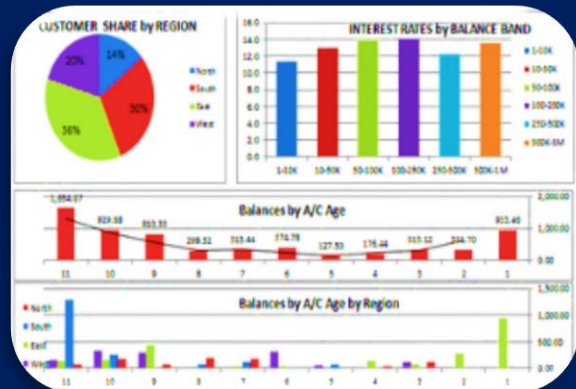
I. Working with Graphs (Charts)

- Creating the charts
- Using Axis Titles
- Using Data Labels
- Formatting the chart
- Formatting the data series
- Creating 2 Axis graph
- Pareto Graph
- Advanced Chart Types
- Scatter Plot, Box Plot,
- Radar Chart, Bubble Chart



II. Data Analysis using Excel

- Subtotal
- Pivot Table, Pivot Chart
- Goal Seek
- Scenario Manager
- Data Table
- Data Validation



III. Working with Functions of Excel

LOOKUP Functions

- Match & Index functions (One directional search)
- Vlookup & Hlookup (Two directional search)

IV. XLOOKUP

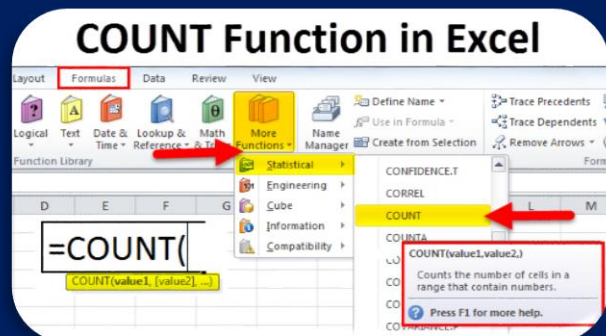
- Highly Advanced Lookup Function

Quarter	Gross Profit	Net Profit	Profit %
Qtr1	\$25,000	\$19,342	29.3%

Income Statement	Qtr1	Qtr2	Qtr3	Qtr4	Total
Total sales	\$50,000	\$78,200	\$89,500	\$91,250	\$308,950
Cost of sales	(\$25,000)	(\$42,050)	(\$59,450)	(\$60,450)	(\$186,950)
Gross profit	\$25,000	\$36,150	\$30,050	\$30,800	\$122,000
Depreciation	(\$899)	(\$791)	(\$202)	(\$412)	(\$2,304)
Interest	(\$513)	(\$853)	(\$150)	(\$956)	(\$2,472)
Earnings before Tax	\$23,588	\$34,506	\$29,698	\$29,432	\$117,224
Tax	(\$4,246)	(\$6,211)	(\$5,346)	(\$5,298)	(\$21,101)
Net profit	\$19,342	\$28,295	\$24,352	\$24,134	\$96,124
Profit %	29.3%	27.8%	23.4%	27.6%	26.6%

V. Maths Functions

- Count, counta, countblank,
- Countif, Countifs
- Sum, sumif, sumifs
- Sum product

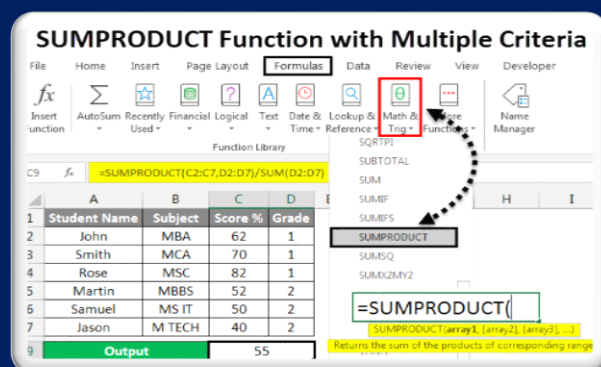


VI. Logical Functions

- SumproductIf, OR, AND, NOT

Text functions

- Left, Right, Trim, Proper,
- upper, lower,



VII. Question & Answer Session.



Who Should Attend:

- Highly useful for Senior, Middle and Junior Managers for working professionals
- All working in or aspiring to be Management Information System Specialist
- People working in Financial, Operations, Quality and HR domains
- Who wish to store and manage the data simple yet cost effective way

Faculty:



Alpesh Vasant

Master in Advance Computing

Corporate Trainer in IT Education in India

A science graduate with physics as the major and Masters in Advance Computing. He has overall 20+ years of industry and Training experience. He started his career as a corporate trainer with NIIT, a leading player in IT education in India.

Trained 1000+ working professionals of 22 different nationalities across the Globe. Worked as Operation Manager, Quality Manager, Project Manager & Program Manager in MNC like WNS (www.wns.com, listed on Nasdaq) & Datamatics (www.datamatics.com, public limited company) for 8 years. Was instrumental in understanding and transitioning process training for large US MNC company (part of fortune 500 companies) involving 100+ people and travelled to USA for the same.

Recipient of Chairman's award for special and tangential contribution in process improvement using Six Sigma Methodology

Some of his training programs are in -

Project Management

PMP 7th Edition; MS Project 2013/2016; Prince2; Prince2Agile; Prima Vera P6; ITIL; Agile (Scrum); IT Service Management; ITIL4 Foundation; ITIL4 Managing Professionals; ITIL4 Strategic Leader

Office Automation

MS Excel 2010 / 2013 (Intermediate & Advanced Level); MS Power Point 2010 / 2013 (Intermediate and Advanced Level); MS Word 2010 / 2013 (Intermediate & Advanced Level); MS Visio 2010 / 2013 (Intermediate & Advanced Level); VBA Excel Macro Programming (Intermediate & Advanced Level)

Quality

Six Sigma – Yellow Belt; 7 QC Tools; MSA; FMEA; 5 D technique

What You Will Get?

- 6 Hours Live & Practical training
- Learning Kit - comprehensive reading material plus practice workbooks
- Dedicated sessions for your problem solving
- Participation Certificate

Meritt Learning Center

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