



## COMMITTEE ON INFORMATION TECHNOLOGY of ICAI

### 3 days Hands on Experience Training on **Advanced Excel & Data Dashboard**

on 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup> December 2017 from 10 AM to 5 PM at ICAI Bhawan,  
Sector 62, Noida

**Course Duration 3 Days and Fees is Rs. 5500/- (+18% GST) per participant**

#### **Program Objective**

Microsoft Excel is undoubtedly most user friendly tool and being extensively used all over the world. We might be using it daily or maybe casually, but probably always wished that we knew more about this dynamic program. Most of us don't use even 5% of its capabilities.

The objective of this course is to enable participants learn advanced Excel techniques and using them effectively in their day to day work for cleaning & analyzing big data, making quick reports & Charts and also to make dynamic dashboards for top management.

#### **Methodology**

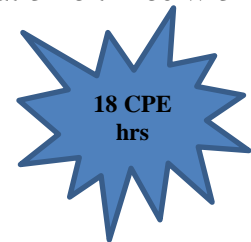
Hands - on exercises in Excel 2013 (Excel 2007), learn-by-doing approach on realistic data files interspersed with brief lectures and brain storming sessions.

#### **Program Intended for**

- Chartered Accountants working in middle & big Multi National Companies and playing with huge data
- Managers, team members in Finance & Accounts or other department where excel is used extensively
- Top and Middle Management team who need dynamic dashboard reports on real time linked with external data, ERP environment

#### **Course Material - Participants shall be given:**

1. Realistic data files,
2. Brainstorming and creative exercises faced in day to day work
3. Stationery



**Please register from the below link to reserve your seat, hurry-up as the seats are limited to 20 Only**

<http://ccm.icaai.org/?progid=1397>

**Participation Certificate to all the participants**

#### **Faculty for the program:**

CA Vijay Agarwal, B. Com, FCA, ACS, is very passionate for Microsoft Excel and has been awarded by Microsoft as **Most Valuable professional (MVP)** for last 3 years consecutively and also invited by Microsoft at Redmond, USA in year 2014 & 2015. He has more than 20 year's industry experience in MIS reporting, Budgeting and Financial Planning.

#### **Prerequisite:**

Basic knowledge of MS-Excel

## Indicative Course Content

Date	Duration	Topic
<b>Day 1</b>	2 HRS.	<b>Module 1 - Excel Screen Basics &amp; Customization - Daily Time Saver</b> <ul style="list-style-type: none"> <li>• Basic Screen Overview</li> <li>• Smart Copy, Paste and Formatting</li> <li>• Custom Lists</li> <li>• Understanding Excel Options customization</li> <li>• Ribbon and Customize Quick Access Tool Bar</li> <li>• Paste only formats/formulas/Values</li> <li>• Paste Links/Paste validations/comments</li> <li>• Use of Operation</li> <li>• Select Blanks/visible/formulas/errors/constant cells only</li> <li>• Managing worksheets, rows &amp; columns</li> </ul>
	2 HRS.	<b>Module 2 - Conditional Formatting &amp; Advanced Sorting</b> <ul style="list-style-type: none"> <li>• Highlight cell rules</li> <li>• Top/Bottom Rules</li> <li>• Data Bars</li> <li>• Color Scales</li> <li>• ICON Sets</li> <li>• Duplicate/Unique formatting</li> <li>• Custom Formatting through formulas</li> <li>• Flash Fill</li> <li>• Quick sorting</li> <li>• Column wise sorting</li> <li>• Custom List sorting</li> </ul>
	1 HRS.	<b>Module 3 - Magical Tool - Name Manager &amp; Table</b> <ul style="list-style-type: none"> <li>• Naming a cell and range of cells</li> <li>• Benefits of Naming</li> <li>• Auto Creation of Names</li> <li>• Insert and Formatting a Table</li> <li>• Benefit of a Table</li> <li>• Slicers in a Table</li> </ul>
	1 HRS.	<b>Module 4 - Data Validation</b> <ul style="list-style-type: none"> <li>• Basic Data Validation</li> <li>• Dependent Validation rules</li> <li>• Customize Validation through Formulas</li> <li>• Custom Error Messages</li> <li>• Advance use of Data Validation</li> </ul>
<b>Day 2</b>	1 HRS.	<b>Module 5 - Data Filter/Advanced Filter/Group/Subtotal</b> <ul style="list-style-type: none"> <li>• Use and benefits</li> <li>• Date Filters/Text Filters</li> <li>• Removing/copying duplicates</li> <li>• Advanced Filter</li> <li>• Grouping /Ungrouping of Data</li> <li>• Auto Grouping of data</li> <li>• Subtotal</li> </ul>

	2.5 HRS.	<b>Module 6 - Formula Functions -1</b> <ul style="list-style-type: none"> <li>• Introduction to Formulas</li> <li>• Using Relative &amp; Absolute References</li> <li>• Text Formulas (MID, LEFT, RIGHT, LEN, FIND, SEARCH, TRIM etc)</li> <li>• Logical Formulas (IF, AND, OR, IFERROR, IFNA, XOR)</li> <li>• Creating single nested formula with multiple formulas</li> <li>• Rounding formulas</li> <li>• Date and Time formulas</li> <li>• Formula Auditing Toolbars</li> <li>• Using Watch Window</li> </ul>
	2.5 HRS.	<b>Module 7 - Formula Functions -2</b> <ul style="list-style-type: none"> <li>• Look up formulas (VLOOKUP, HLOOKUP, MATCH, INDEX)</li> <li>• SUMIFS/COUNTIFS/AVERAGEIFS</li> <li>• Vlookup from left side/repeating lookup</li> <li>• Advance formulas (OFFSET/INDIRECT)</li> <li>• SUMPRODUCT formulas</li> <li>• Array Formulas</li> <li>• Show Formulas &amp; Error Checking</li> </ul>
<b>Day 3</b>	3 HRS	<b>Module 8 - PIVOT Table, Power Pivot/Power Query &amp; Dashboard</b> <ul style="list-style-type: none"> <li>• Basic and Benefits</li> <li>• Monthly/quarterly/yearly/weekly/ reports</li> <li>• Multiple Reports with click of a button</li> <li>• Pivot Charts &amp; Modifying Pivot Data</li> <li>• Consolidate multiple sheets in to Pivot table</li> <li>• Use of slicer and Time Lines</li> <li>• Power Pivot &amp; Power Query Overview</li> <li>• Creating a dynamic Dashboard</li> </ul>
	1 HRS	<b>Module 9 - Protection, Goal Seek &amp; Solver</b> <ul style="list-style-type: none"> <li>• Protect Sheet</li> <li>• Protect Workbook</li> <li>• Protect few Cells/Column of a sheet</li> <li>• Hide formulas for viewing only</li> <li>• Restrict that no one can copy any cell/Range/Sheet</li> <li>• Goal Seek</li> <li>• Use of Solver to see which option is better</li> </ul>
	2 HRS	<b>Module 10 -Miscellaneous Features, Q &amp; A</b> <ul style="list-style-type: none"> <li>• Text to columns - Dealing with date problems</li> <li>• How to reduce size of large files</li> <li>• Charts &amp; Smart Art</li> <li>• Dynamically update PPT with excel files</li> <li>• Macros - Overview, use &amp; recording</li> <li>• Few Automated and Linked file</li> <li>• Q&amp;A</li> </ul>

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