



**Confederation of Indian Industry**

**CII Naoroji Godrej Centre of Manufacturing Excellence**

Online Training on

## **Advanced Excel**

20 April 2021 : 2.00 pm to 5.00 pm

### **Context**

Excel is intended for anyone who seeks to develop one of the most critical and fundamental digital skills today. Excel remains one of the most omnipresent pieces of software used in workplaces across the world.

Learning to confidently operate this software means adding a highly valuable asset to your employability portfolio

### **Objectives**

This workshop explores ways to

- Performing daily use and complex function more efficiently
- Learn how to create MIS and Dashboard reports in excel
- Learn how to automate GST returns

### **Contents**

#### **Introduction to Excel -**

- Tips & Tricks that will help efficiency & accuracy
- Excel Option Settings for enhanced productivity and ease of operations

#### **Using various types of Functions in Excel**

- Numerical Functions (Int, Round, RoundUp, RoundDown)
- Text Functions (Left, Right, Mid, Concatenate, Trim, Upper, Lower, Proper)
- Date Functions (Today, Now, Month, Year, Dateif, Weeknum)
- Summarization using Group Functions (Sum, Count, Sumif, Sumifs, Countif, Countifs)

#### **Using Lookup and Conditional Functions in Excel**

- Conditional Functions (If, And, Or, Nested If)
- Lookup Functions (Vlookup, Hlookup)
- Combining Multiple functions for tackling complex conditions

#### **Using Sort and Subtotals to summarizing data**

#### **Using Filters & Advanced Filters**

#### **Pivot Tables - Effective summarized representation of data using Pivot Tables**

- Creating Table to add dynamism to your data (Auto update)
- Creating Pivot Table
- Use of sections and Layout (Row, Column, Filter and Values)
- Insert Slicer
- Add design to make reports attractive

- Create Pivot charts to make summary visual base

#### **Charts**

- Visual representation of data using charts
- Insert Timeline in data
- Add design to make reports attractive

#### **Automate MIS reports**

- Tricks and Tips to automate any reports (Live example of GSTR 1 and GSTR 3B)

#### **Methodology**

The workshop is designed to have a completely hands-on approach. Participants are expected to use their laptops or PCs (with MS Excel 2010 or any above version) as the requirement throughout the duration of workshop.

#### **Target Audience**

- Executives who live with Excel
- People who consolidate data and create reports
- People who want to take their Excel usage to the next level

#### **FACULTY**

CA Sandeep Modi is founder of the start Up FalconX.in. He has 7+ years of experience in excel automation and providing training of excel.

He has provided training for companies & firms like PPG Asian paints, TR Chadha & Co. LLP, GSC Intime Services Private Limited, etc and also for institutes like BCAs , WIRC, etc.

#### **MODE OF DELIVERY & SCHEDULE**

**Mode of Delivery** – Online through Microsoft Teams platform

**Schedule** : 20 April 2021 - 02.00Pm to 05.00pm

#### **PARTICIPATION FEES**

Type of Organisation	Fees per Participant
CII Members Companies	Rs. 1500/- Per Participant + 18% GST
Non-Member Companies	Rs. 1750/- Per Participant + 18% GST

#### **SPECIAL DISCOUNT:**

10% on 3 or more nominations from an organization.

**Participation fees is non-refundable/ non-adjustable against any other programme of CII, but change in nomination(s) is accepted.**

**Registration:** Prior registration for participation by the sponsoring companies is necessary.

**To register online please click on** [http://www.cii.in/OnlineRegistration.aspx?Event\\_ID=E000054170](http://www.cii.in/OnlineRegistration.aspx?Event_ID=E000054170)

#### **FOR MORE DETAILS PLEASE CONTACT**

Rupali

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