CII Naoroji Godrej Centre of Manufacturing Excellence

Online Training on

How to Prepare Interactive MIS and Dashboard with KPI's in Excel

23 June 2021 : 2.00 pm to 4.30 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
- How to Prepare Interactive MIS and Dashboard with KPI's in Excel

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

MIS/Charts
- How to Prepare Interactive MIS and Dashboard with KPI's
- Visual representation of data using charts
- Insert Timeline in data
- Add design to make reports attractive

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 vision) 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 has 2+ 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 : 23 June 2021 - 02.00Pm to 04.30pm

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=E000054740

FOR MORE DETAILS PLEASE CONTACT

Rupali
Confederation of Indian Industry
CII Naoroji Godrej Centre of Manufacturing Excellence
Mobile : 9867739660 | Email : rupali.salunkhe@cii.in