



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

(Approved by AICTE, DTE & Affiliated to University of Mumbai)
(NAAC Accredited)

Staff Development Programme

On

“Advance Excel Training”

From

30/8/21 to 14/9/21

About AIMS

At Atharva, we believe in creating value through continuous effort to build up future managers. AIMS started with merely 25 students in 2003, which is now ranging to a strength of 300 students per year under our flagship programs affiliated to University of Mumbai viz. Masters in Management Studies(MMS) and three years MMS Program for working executives in Finance, Marketing & HR. AIMS has set quite a few benchmarks in the industry and across the nation by introducing the corporate concept of Mentor-Mentee Program, Stock Market Simulation Program, IT Awareness Programme 'IT Talks', E-Cell, Leadership Talks, Alumni Speaks, Expert Talks, International Research Conferences and Live Projects with reputed brands.

About SDP

The teaching staff members focus on delivering educational content and instruction; non-teaching staff members provide essential support services that are vital for the overall operation and effectiveness of the organization. The staff development program is conducted to foster the growth, learning, and professional development of employees within the organization. It plays a crucial role in enhancing individual skills, improving job performance, and supporting the overall success of the organization. Following are the key objectives of the present staff development program.

INTRODUCTION:

Advanced Excel training delves deeper into the powerful features and capabilities of Excel, enabling users to perform complex data analysis, automation, and visualization. This guide covers advanced functions, data management tools, and techniques to enhance productivity and data insight.

Objectives

By the end of this training, you will be able to:

- Use advanced formulas and functions.
- Manage and analyze large datasets effectively.
- Automate tasks using macros and VBA (Visual Basic for Applications).
- Create advanced charts and dashboards.
- Use data validation and conditional formatting.
- Perform data analysis using PivotTables and PivotCharts.

MODULES:

ADVANCED MS EXCEL

- Examine spread sheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.
- Do data Validations
- Create dash board

- Apply the same practically in corporates

ATTENDEES:

PRAKASH BHATKAR	EXAM CLARK
PRATHAMESH RAMESH THAKUR	ADMIN ASST.
PRIYANKA GOSAVI	ASST. LIBRARIAN
NEETA DESHPANDE	ADMIN ASST.
SACHIN BIDWE	LAB ASST.
SONI JAY SINGH	TRAINING & PLACEMENT EXE.
POOJA KSHATRIYA	ADMINISTRATIVE OFFICER
SUHAG GURAV	ADMIN ASST.

Photo Gallery:

Browser tabs: AIMS, SDP 18-19.pdf, Online MS Excel Training Pro, BEST PRACTICE_Online Excel, LECTURE 5 BUSINESS RESEARCH: Advanced Ms-Excel - Data SORTING and Text to Columns by Dr. Shubhi Lall

Address bar: youtube.com/watch?v=cDT6g_GARw4

YouTube interface:

- Search bar
- Video player showing a Microsoft Excel screenshot with the following data:

name	email id	code	numbers	numbers2	city
anuja	anujalall@gmail.com	a3	56	67	jaipur
honey	honeylall@gmail.com	a4	89	90	mumbai
shubhi	shubhilall@gmail.com	a2	23	45	jaipur

Video title: LECTURE 5 BUSINESS RESEARCH: Advanced Ms-Excel - Data SORTING and Text to Columns by Dr. Shubhi Lall

Channel: Shubhi Lall (229 subscribers)

Engagement: 12 likes, 0 comments, Share button

Related videos:

- FREE EXCEL COURSE - LESSON 4: WORKING WITH CELLS AND RANGES IN EXCEL (33:39) by TrumpExcel (280K views, 5 years ago)
- How to create Ultimate Excel Gantt Chart for Project... by The Office Lab (2.5M views, 2 years ago)

Comments:

- Got it, message hidden
- simple random sampling in MS #Excel by Dr. Shubhi Lall (Shubhi Lall)

System tray: Windows taskbar with search bar, icons for Edge, File Explorer, Mail, Chrome, Word, and system status (32°C, Haze, 11:00, 06-06-2024).

Browser tabs: AIMS, SDP 18-19.pdf, Online MS Excel Training Pro, BEST PRACTICE_Online Excel, ms excel test paper disc...

Address bar: youtube.com/watch?v=beWvI0mRA9k

YouTube IN Search

Video player: A screen recording of a Google Form titled "ms excel test paper discussion macros and pivot tables by Dr. Shubhi Lall". The form contains two questions:

- What is stop recording? *
 - ☐ It saves the work and exit MS Excel
 - ☐ It stops the macro recording
 - ☐ Both the above
 - ☐ None of the above
- What do you mean by a function in ms excel? *
 - ☐ Its a predefined feature of ms excel where only parameters are passed as range, cell address, condition et ...
 - ☐ Its a feature designed by the user to solve a task in Ms Excel.

Video title: ms excel test paper discussion macros and pivot tables by Dr. Shubhi Lall

Channel: Shubhi Lall (229 subscribers)

Buttons: Subscribe, 5 likes, Share, Download

Related videos:

- simple random sampling in MS #Excel by Dr. Shubhi Lall (4:09, 76 views)
- Learn Google Form creation for online statistical Survey by Dr... (14:00, 43 views)
- EXCEL PIVOT TABLE CHAPTER - 1 (21:47, 387K views)
- VLOOKUP & XLOOKUP on LARGE DATA (12:39, 258K views)
- Learn Python in 2 Days #LISTS in #Python (14:45, 40 views)

Windows taskbar: Type here to search, 11:02 AM, 06-06-2024

TEST PAPER DISCUSSION

SAMPLE CERTIFICATE:

