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 con ducted 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

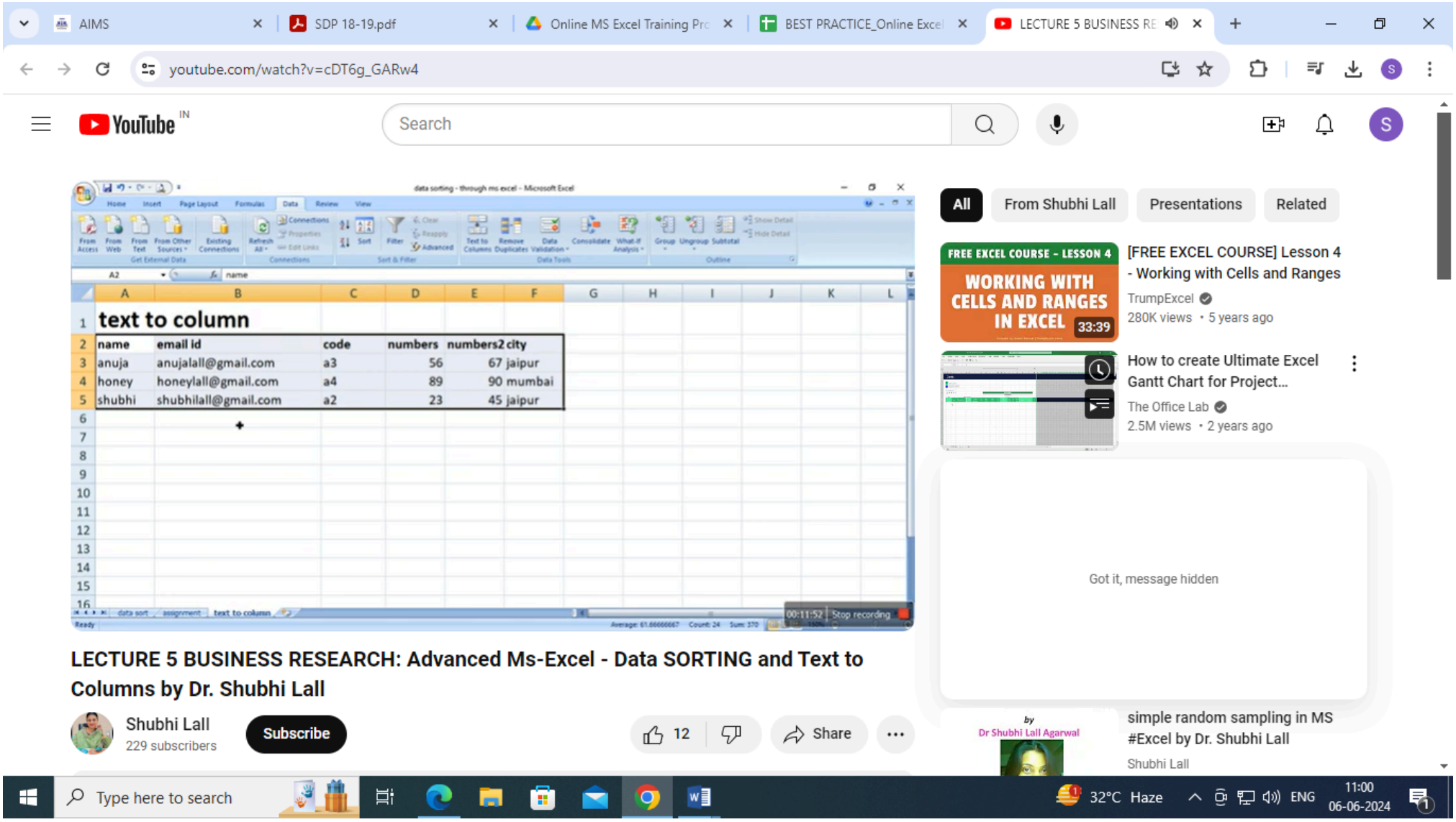
- Examine spread sheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Use functions and formulas.
- Create and edit charts and graphics.
- 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

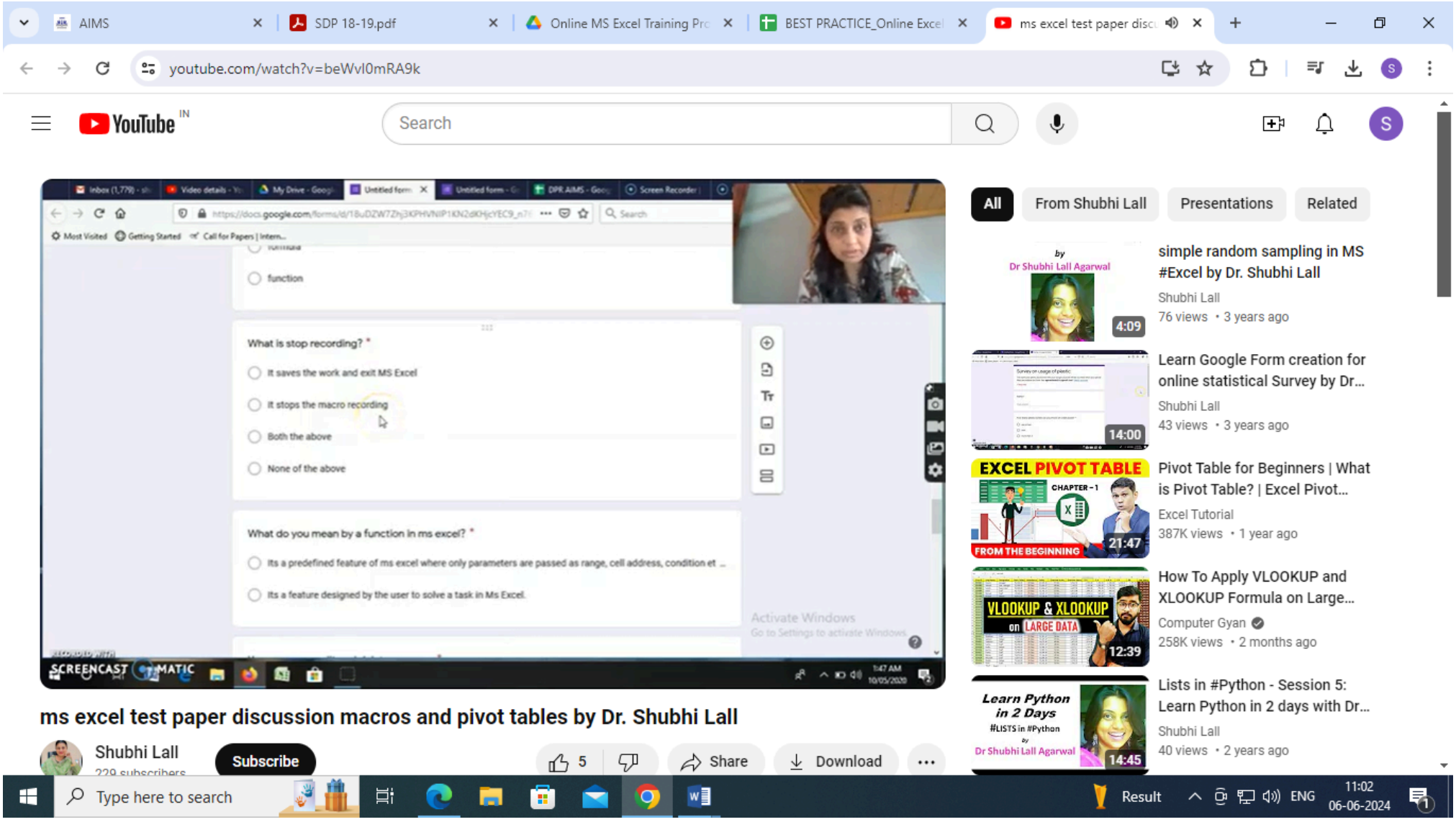
ATTENDEES:

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:



Online video sessions by Dr. Shubhi Lall Agarwal



TEST PAPER DISCUSSION

SAMPLE CERTIFICATE:

ATHARVA INSTITUTE OF MANAGEMENT STUDIES
(Affiliated to University of Mumbai, approved by DTE & AICTE)
(NAAC Accredited)

CERTIFICATE

This is to Certify that

Mr. Prakash Bhatkar

has successfully completed Microsoft Excel training in Academic year 2020-21 organised by Atharva Institute of Management Studies.

15/09/2021
Date

Dr. Shubhi Lall Agarwal
Trainer

Dr. Harish Kumar S. Purohit
Director