

Microsoft Excel - Basic

1 Day Workshop



Overview

A survey says more than 90% of companies use Microsoft Office Suite. It has been estimated that although Microsoft Office contains more than 10,000 features, the average user is familiar with only about 150 of them.

That means that most people have left a whopping 98.5 percent of Office territory unexplored. In practical terms, it also means that most people aren't taking advantage of the power of the Office suite. It means that most people work inefficiently by trying to make the techniques they know serve a wide range of situations, and it means that most people work ineffectively because they aren't aware of techniques that could solve their problems. This workshop is designed to learn the some of these features.

Objective

To impart Awareness of some of the advanced concepts in Microsoft Excel

Target Audience

All the persons from all levels known basics of computer and interest to learn the some advanced features in MS Excel can attend this work shop.

Key Takeaways

After this workshop the participants are able

- To work on excel very effectively
- To save the time
- To work without errors
- To make interpretation faster
- To create report or print very quickly
- To create chart in span of seconds
- To take print out in a click

Microsoft Excel - Basic

1 Day Workshop



Course Outline – Excel Basics (1-Day)

Session	Topics
Session 1	<ul style="list-style-type: none"> ➤ Advanced level of Sort <ul style="list-style-type: none"> • Levels of sorting • Sort by Values, Colors and Icons • Custom sort ➤ Filter <ul style="list-style-type: none"> • By Text, Number and Date ➤ By Color and Icon
Session 2	<ul style="list-style-type: none"> ➤ Text function ➤ Lookup function <ul style="list-style-type: none"> • Vlookup & Hlookup • Array function in lookup • Nested Lookup • Handling Error in Lookup ➤ Date function ➤ Logical function <ul style="list-style-type: none"> • If, And, Or • Nested Function • Nested Ifs
Session 3	<ul style="list-style-type: none"> ➤ Advanced Concepts in Pivot Table <ul style="list-style-type: none"> • Creating a basic report • Working with design & layout • Summarize data with different functions • Field setting • Calculated Field • Report filter • Grouping data • Creating Yearly, Quarterly, Monthly, Weekly reports • Consolidation of sheet ➤ Working with Dynamic excel table <ul style="list-style-type: none"> • Auto freeze, Auto function, Auto subtotal, Auto format, Multiple filter, Auto update , Auto selection, Using formulas and function, Auto copy & etc

Microsoft Excel - Basic

1 Day Workshop



Session 4	<ul style="list-style-type: none">➤ QAT and Ribbon<ul style="list-style-type: none">• Adding items to QAT with shortcut keys• Arranging Items in QAT• Adding New Items in QAT➤ Advanced levels in Chart<ul style="list-style-type: none">• Making the chart• Types of charts• Bar, Pie & etc• Working with design, layout & format• Combination of chart• Creating Chart Template• Apply the template &• Set as Default - Template
-----------	---

Methodology

- LCD presentation of the concepts with live exercise and examples
- Hands on experiences (immediate practice of the exercise & examples)
- Doubts and queries almost cleared immediately

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com

Microsoft Excel - Basic

1 Day Workshop



Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
- Client will recognize the intellectual property rights of Sieger Training and such materials are not to be copied without prior written approval of Sieger Training.
- Take all responsible steps to hold all Sieger Training copyrighted materials confidential to Client.
- Guarantee that no training will be conducted using Sieger Training concepts or material is carried out for employees of Client and Client shall not use Sieger Trainer's without the knowledge of Sieger Training Consultants (P) Limited.
- Ensure that any materials of Sieger Training supplied to internal employee(s) are retained by Client and or returned to Sieger Training in the event that the employee(s) ceases to be employed by the company;
- Ensure that no substantive modification of course design or content occurs without the prior written permission of Sieger Training, which shall not be withheld unreasonably;
- Treat this agreement as confidential and not divulge its contents to third parties;
- Inform Sieger Training of any internal procedures for the payment of invoices.

Follow us on



Let's Stay In Touch [Click Here To Subscribe](#) SIEGER TRAINING INDIA Workshop Updates

Copyright (C) 2015, Sieger Training Consultants (P) Limited, All Rights Reserved.

SIEGER TRAINING CONSULTANTS (P) LIMITED

Plot No: 106, Bharathiyar St – Chellappa St Junction, Visalakshi Nagar, Santhosapuram, Chennai – 600073. Tamil Nadu, INDIA.

Ph: +91 44 22781335, +91 44 42837167, HP: +91 9500120969, +91 9500129901, +9840097567, +91 9840059445

Email: training@siegergroups.com | Visit us at: www.siegergroups.com