

SWASTIK KNOWLEDGE CARE PVT. LTD

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Dear Sir,

Dated

Computer era began in 1980s and since then a lot of different changes appeared. All of them are created by us but everyone doesn't know how to use it properly i.e. to get optimum utilization out of it. There is introduction of new hardware and software a day or the other. So it is not possible for us to know each and every software in fact there is many people who don't even have knowledge of pre-existing things. We can take example of a Microsoft product which is used by us in our daily official use "**MICROSOFT EXCEL**". Over the years, each new version of Excel has introduced some nifty features. However, buried within Excel are lots of cool features that too only few users have discovered. If you (or your users) perform certain tasks every time you use Excel, you'll want to make sure you're taking advantage of these time-saving shortcuts. **Using these shortcuts, a person can complete a three day long work in hours.**

Although complete mastery of Excel certainly isn't one of your goals in life, you're always on the lookout for something that can make your job easier. But you simply haven't had the time or motivation to fully explore all that Excel has to offer.

Sound familiar? If so, now it's your chance to pick up a few handy tricks that you may not have discovered yet. These tips will help get you off to a flying start.

To make you aware of some special tricks and tips we have invited **Shri Prashant Mehra**, Bachelors of Science with triple major in Finance, Business Process Management and Operations Management and formerly associated with Microsoft, Washington, USA, And **Shri Anupam Baid**, B.tech (Applied electronic instrumentation), MBA (Marketing & Finance) who will present their deliberations before you on **27th day & 28th day of August 2011** at our **two day** workshop cum seminar on **Microsoft Excel : Beyond The Basics (Special Tricks and Tips)** at **Swabhumi – The Heritage Plaza, 89c, Maulana Abul Kalam Azad Sarani (Old Narkal Danga Main Road), Kolkata – 700054** from **10:30 A.M to 5:30 P.M.**

For registration please contact

Barkha Agarwal – 9831184871 (Convener)
Rahul Agarwal - 9007135882 (Jt. Convener)

We have organized a seminar on the same topic on 29th May 2011 with the same speakers at The Conclave. We got an overwhelming response and we had to close our registration since our seats were full. The workshop was very much liked by the delegates and on their regular demand and request we are organizing the workshop on this topic for the second time. This time we have made it a two day workshop on special request of some of our delegates so that there would be more time to learn the specials tips and tricks and apply it in our day to day use.

The workshop would be followed by a delicious **lunch**.

Registration Fee Rs 3000 Per Day. Discounts Applicable

PLEASE BRING YOUR OWN LAPTOP.

Thanking You,

Regards,
Barkha Agarwal.
(Convener)

KNOWLEDGE IS POWER ■ EXPERIENCE IS BASE

Day 1 Topics

Building a Spreadsheet - Basics

- ✓ Cross Linking Sheets
- ✓ Relative and Absolute Referencing
- ✓ Formula Basics
- ✓ Spreadsheet Security
- ✓ Freezing/Unfreezing Panes
- ✓ Comments

Everyday Functions

- ✓ Sum
- ✓ Average
- ✓ Count, CountA

Getting Smarter Functions

- ✓ IF
- ✓ And/Or
- ✓ Vlookup/Hlookup

Data Management & Presentations

- ✓ Data Sorting
- ✓ Data Charting
- ✓ Table Management and Formatting
- ✓ Grouping & Ungrouping

Report Building – Beginners

- ✓ Advanced Formatting
- ✓ Text Functions – Right, Left, Mid, Concatenate

Decision Making

- ✓ Goalseek

Day 2 Topics

Preparing Spreadsheets and Reports

- ✓ Paste Special
- ✓ IsError
- ✓ Sumproduct
- ✓ Subtotal

Financial Functions

- ✓ PV/FV
- ✓ NPV
- ✓ IRR
- ✓ XIRR
- ✓ IPMT, Rate, etc.

Advanced Decision Making

- ✓ Nested If
- ✓ Countif,
- ✓ Sumif, Averageif
- ✓ Solver

Spreadsheet Auditing

- ✓ Dependents
- ✓ Precedents

Data Validation

- ✓ In Cell Dropdowns

Conditional Formatting

Advanced Charting

Build your own Model Problem

- ✓ Incorporates several excel concepts