



ATHARVA INSTITUTE OF MANAGEMENT STUDIES

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

Staff Development Programme

On

“Advance Excel Training”

From

1/11/19 to 29/11/19

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:

The screenshot shows a YouTube video player displaying an Excel spreadsheet. The video title is "Understanding VLOOKUP function in MS Excel with Dr. Shubhi Lall". The spreadsheet shows a table with columns "name", "doj", "category", and "sales figure". A formula bar shows the formula `=VLOOKUP(A12,A5:D14, ...)`. The video player interface includes a search bar, a channel name "Shubhi Lall" with 229 subscribers, and a "Subscribe" button. The video has 119 views and was uploaded 4 years ago. The video player also shows a list of related videos on the right side.

name	doj	category	sales figure
anuj	01/01/2016	external agency	30000
anuj	01/01/2017	employees	2000
denil	01/01/2011	external agency	4500
lalit	01/01/2010	volunteers	67000
priti	01/01/2012	volunteers	3400
ram	02/01/2019	external agency	4500
rhea	02/03/2019	students	8900
rhea	01/01/2020	students	6700
ramprasa	02/01/2020	students	6701

Understanding VLOOKUP function in MS Excel with Dr. Shubhi Lall

Shubhi Lall
229 subscribers

119 views 4 years ago #vlookup #MsExcel #shubhilall

11:16
31°C Haze
06-06-2024

Online video sessions by Dr. Shubhi Lall Agarwal

Macros are present in ____ tab.*

- view
- review
- formula
- data

You can summarize data using ____ feature.*

- formula
- macro
- pivot table
- range selection

All From Shubhi Lall Computer Science

by Dr Shubhi Lall Agarwal
Dr Shubhi Lall - session 1: Learn python in 2 days - Input...
Shubhi Lall
137 views · 2 years ago

PIVOT TABLE
BASIC / ADVANCE
TIPS & TRICKS
12:01
Rishabh Mishra ✓
123K views · 1 year ago

अब कोई डाउट नहीं बचेगा
LOOKUP VLOOKUP HLOOKUP XLOOKUP
explained!
36:50
Deepak EduWorld ✓
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Learn Python in 2 Days
#DATAFRAME in #Python
by Dr Shubhi Lall Agarwal
7:18
Shubhi Lall
31 views · 2 years ago

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

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TEST PAPER DISCUSSION

SAMPLE CERTIFICATE:



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(NAAC Accredited)

CERTIFICATE

This is to Certify that

Mr. Prahsant Matal

has successfully completed Microsoft Excel training in

Academic year 2019-20 organised by Atharva Institute of Management Studies.



Date

Handwritten signature of Dr. Shubhi Lall Agarwal in black ink.

Dr. Shubhi Lall Agarwal
Trainer

Handwritten signature of Dr. Sujata Pandey in black ink.

Dr. Sujata Pandey
Director