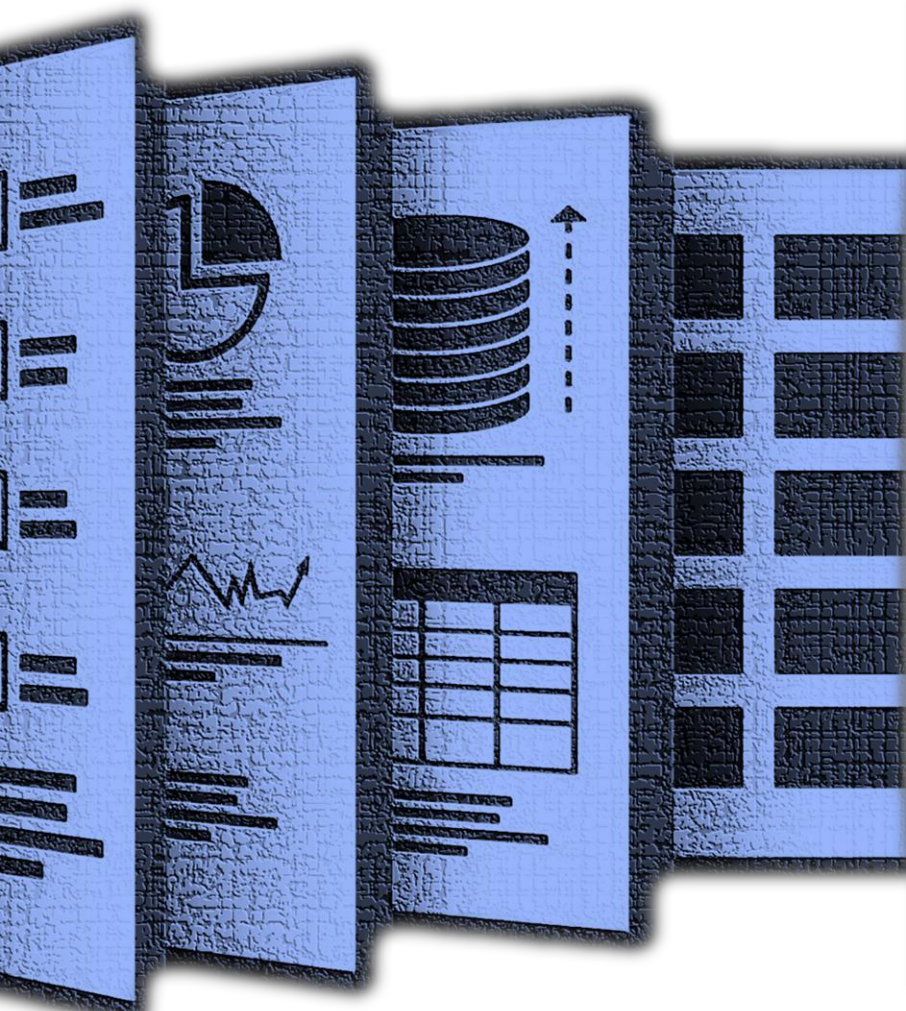## *The Excel Program*

Excel is one of the essential tools for all streams, whose proficiency is primarily sorted by all industries. This is one of the courses which is not covered sufficiently at school level. The participant shall work on structured problems inspired by real-world situations. The level of difficulty will gradually increase to match the need of an 'Advanced' user. Case Studies make sure that this comfortably paced module enables the participant to apply problem solving skills and advanced data analysis.

Key Features

- ✓ Bridges the gap between academics and practical knowledge.

- ✓ Develop Real-World Problem-Solving Skills
- ✓ In-Depth Coverage of Excel Essentials
- ✓ Case Study Approach ensures application of multiple functions/features simultaneously
- ✓ Plenty of Excel Tips, Tricks and Shortcuts covered to ensure that you rarely use the mouse
- ✓ Comfortable pace and non-mechanical approach, guarantee a fun learning experience
- ✓ 20: 1 Participant-Trainer ratio assures personal attention
- ✓ Take home pack includes all classroom exercises, Case Studies and 200+ shortcut keys (Including the elusive - Keyboard accelerators!)
- ✓ Better Understanding of financial figures e.g. GDP, growth rates, budgeting, NPV, IRR, EMIs etc.
- ✓ Certification of Excel will enhance student's employability.

Beyond Basics / Weekend Batches / Fast Pace Options Available

Advance Excel Functions and Features

Offering: 100+ Exercises | 25+ Functions | 20+ Features | 10+ Tips & Tricks | Multiple Case Studies

➢ **WARM-UP EXERCISES**

Important Keyboard Shortcuts & Data Navigation
Format Painter, Auto Fill options
Paste Special (Advance)
Go To (Special)
Toggling – Absolute ($) & Relative referencing
Creating shortcuts with the quick access toolbar
Operator precedence

➢ **DATA ANALYSIS & FILTERATION**

Sort – Custom, Multi-level Sort, Color Sorting
Data Filter, Differential Filter & Advanced Filter

➢ **STATISTICAL FUNCTIONS & ESSENTIAL FORMULAS**

Sum, Autosome, Max, Min, Average, Count
Product, Sum product, Power, Round, Abs, Sqrt
Sumlifs, Countifs, Averageifs
Concatenate, Transpose

➢ **DASHBOARD TECHNIQUES**

Grouping, Activate - Deactivate Gridlines
Drop Down List – Data Validation
Cell - Range Naming
Form Controls - Spin Button & Scroll Bar
Freeze - Unfreeze panes
Hide - Unhide Columns & Rows
Hyper Linking

➢ **DATE / TIME FUNCTIONS**

Dates – Concepts, Issues & Related Formulas
Day, Month, Year, Date, Edate, Eomonth

➢ **DATA LOOKUP**

Concepts, Issues & Applications – VLOOKUP, Hookup
2-way Lookup - Index with Match

➢ **DATA CLEAN-UP & EXTRACTION**

Data Validation – Text, Number, Dates
Text to Columns – Applications & Tricks
Text Formulas & deal with Wildcard Characters
Removing Duplicate values
Comments writing & tricks
Data Protection & Password Security

➢ **LOGICAL FUNCTIONS**

Logical formulas – IF, And, Or, Not, Nested IF
Logical formulas II – Is error, Is blank, Is number, Is text, Iferror
Conditional Formatting

➢ **MIS REPORTING - PIVOT TABLE / SUBTOTAL**

Creating customized Pivot Table,
Applications with % Computation, Grouping
How to use Subtotal Formula

➢ **WHAT- IF & SENSITIVITY ANALYSIS**

Goal Seek
Scenario Manager
Data Table

➢ **CREATING SPECIAL CHARTS**

Customization of Charts & Basic Concepts
Basic Charts – Bar, Column, Pie
Special Charts – Thermometer Charts, Multi-Axis Charts, Exploded Pie Charts
Clip art, Pictures, Smart Art & Shapes

Key Points

Manipulate cells, sheets, views & templates | Apply Formatting techniques | Perform multi-sheet Look-ups & conditional operations Build Nested formulas to solve complex problems | Analyze data with Pivot Tables | Create Professional looking charts |Create Heat maps and Highlight anomalies using conditional formatting | Save time using keyboard accelerators | Learn powerful Tips & Tricks for day-to-day applications | Build multi-dimensional formulas to fill large tables and perform sensitivity | analysis | Learn printing and conversion techniques | Solve Case Studies inspired from real-world problems

How are you different from your competitors?

➢ The fact that we are end users of Excel and not developers (we are not IT guys!) makes the course far more relevant

➢ Our standard course is of a comfortable duration in easily digestible doses. (although we do offer a fast-paced version on demand)

➢ The Case Study methodology ensures that newly acquired concepts are applied in a structured manner

➢ The number of shortcuts, tips and tricks covered will go far beyond the Help menu (Keyboard accelerators are not found in the Help menu i.e. something F1 fails to provide!)

➢ The focus is on Excel Logic and not the Syntax!

Where will the training be conducted? Can you conduct it at our premises?

➢ Training will be conducted at our institute in Indore. However, we also provide training on-site, in that case Participant-Trainer ratio cannot be exceed from 25: 1.

Do you provide a fast-paced version? Can I customize the course content?

➢ We do provide a fast-paced version on-demand. Although such workshops will be suitable for only those who know the Basics very well! Customization is offered for a group size over 10.

What do I get to take home?

➢ All classroom Exercises, Case Studies and 200+ shortcut keys (including the elusive – Keyboard Accelerators).

What other Courses do you offer?

➢ Financial Modeling
➢ CFA
➢ CFP
➢ FRM
➢ Market Risk Management
➢ Business Management & Statutory Record Keepibng
➢ Corporate Trainings
➢ NCFM
➢ NISM

finOptions Institute of Financial Studies Pvt. Ltd.

101, Sangam House, AB Rd, Near Industry House,
New Palasia, Indore, Madhya Pradesh 452001
P. 0731-2530117 M. 9074535377
E. info@finoptions.co W. www.finoptions.co

After Training, "Dr. Excel, that's how they will call you"