



PRIMAX COMMERCE AND MANAGEMENT ACADEMY



Teaching for Creativity....

Two Days Advance “ SPREADSHEET ” Training Programme

(Think you know everything
about Excel ? Think Again!)

For



Faculty, Research Scholar, Corporate & PG Students

About this Course

Excel is the Spreadsheet application in the Microsoft office suite. This workshop will show you how to use the powerful tools in Excel for organizing, Visualizing and Calculating your data.

Prerequisites

Basic Knowledge in Microsoft Excel and Office Package

Date

March 2nd & 3rd 2019

Time

9.00 AM – 5.00 PM

Duration

2 Days

Investment

Rs. 2,000/-

COURSE OUTLINE

MS Excel Content	Sub- MS Excel Content			
<ul style="list-style-type: none"> • Introduction to Excel • Types of functions • Mathematical Functions • Statistical Functions • Financial Functions • Logical Functions • Sensitive Analysis • Simulation Analysis • Operational Research Tools • V Lookup H lookup • Pivot Table • Accounting functions • Goal Seek Analysis • Conditional Formatting • Data Management and Validation 	<ul style="list-style-type: none"> • Introduction to Excel • Creating Data • Editing Data • Filtering Data • Sorting Data • Types of functions • Mathematical Functions • Addition • Subtraction • Multiplication • Division • Sum if • Average if • Subtotal+ 	<p>Statistical Functions</p> <ul style="list-style-type: none"> • min • max • count • count if • count A • stde v • mean • mode • median • variance • correlation • percentile • Quartile • rank 	<ul style="list-style-type: none"> • Financial Functions • PV, • NPV, • NPER, • PMT, • RATE, • IRR, • SLN, • SYD, • IPMT, • DB, • Logical Functions • if, • else, • and, • or, • not, 	<ul style="list-style-type: none"> • Sensitive Analysis • Simulation Analysis • Operational Research Tools • Linear programming problem • Transportation problem • Assignment model • Network analysis • V Lookup and H lookup • Pivot Table • Accounting functions • Depreciation • SLN • DB • SYD • DDB • Goal Seek Analysis • Conditional Formatting • Data Management and Validation • Page layout & Settings

Primax Will Provide

- ✓ Courseware Materials
- ✓ Certificate of Participants
- ✓ An Experienced Industry Expert to lead the training
- ✓ Hand- on Lab environment
- ✓ Refreshments & Lunch

Venue : **Primax Seminar Hall,**
Primax Commerce and Management Academy
102/1, Nagadevanahalli, 80 Feet Road, Jnanabharathi Post,
Above IFB Point, Kengeri, Bengaluru, Karnataka 560056

Register Now !

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