



Sagar Drugs-AMA Computer Centre

Microsoft Excel 2013 Advanced Level

Saturday & Sunday, December 10 & 11, 2016 (Two days)

9.30 a.m. to 5.00 p.m.

Venue: Torrent-AMA Management Centre, Core-AMA Management House, AMA Complex, Dr. Vikram Sarabhai Marg, Ahmedabad

PROGRAMME CONTENT:

- **Working with Workbooks:** Changing the default file format for saving files; Open files automatically when starting excel; Auto Save & Recover workbooks
- **Entering / Editing data in a worksheet:** Selecting noncontiguous ranges; Enter same text in a range without using copy & paste; Simultaneously enter data / format cells in more than one work sheets; Avoid typing frequently used long words / sentences; Moving the cell pointer after entering data; Simplify data entry using form; Copying to Adjacent Cell; Copy range to other sheet; Paste from last 24 copied data; Pasting in special ways; Selecting special types of cells; Selecting cells by searching; Working with Date
- **Working with Charts / Graphs:** Chart title as a link to a cell; Handling missing data; Set from where one axes should cross another axes; Creating a combination chart
- **Formatting Worksheet:** Using Custom Number Format
- **Formulas & Functions:** Working with names; View change in destination cells (in other sheets) while changing the source cells; AGGREGATE, NETWORKDAYS.INTL, WORKDAY.INTL (New Functions in Excel 2010); VLOOKUP Function; HLOOKUP Function; LOOKUP Function; MATCH Function; INDEX Function; Working with look up functions for looking up values to the left; Working with array formulas
- **Data Analysis:** Analysing data with Pivot table
- **What-if Analysis:** Effect of change in one variable to multiple variables; Effect of change in two variable to single variables; Effect of change in multiple variables to multiple variables (creating scenarios)
- **Reverse what-if analysis:** Determining various input values for a specific result value (can also specify constraints); Solving linear equations
- **Protecting your Work:** Mark a Workbook as Final; Encrypt a Workbook with Password; Maintaining a Backup of a Workbook; Preventing worksheet actions; Protecting certain cells of a worksheet
- **Advanced excel features:** More than one person working on a single file; Linking and Consolidating Worksheets; Updating equity portfolio every minute with live prices automatically; Restrict user to enter certain values / select from the drop down; Using Go To Special; Using paste special

FACULTY: Mr. Mehul Shah is having more than 15 years of experience in the field of Accounts, Finance, IT Teaching. An avid user of spreadsheet & Tally, he successfully implemented ERP in an Educational Institute. He has 3 years of experience in a KPO (Accounts & Finance) where he managed around 100 people.

FEE: Rs.3500/- per person (Including Service Tax). Participation limited to 20 persons.

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Registration Form:

Please fill-in and return this form along with participation fee to :

Ahmedabad Management Association, AMA Complex, Ahmedabad 380015.

Phone: 079-26308602-6 • **Mobile:** 9537407187 • **E-mail:** ama@amaindia.org • **Website:** www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s)	Designation
1.	
2.	
Organisation:	
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	