



Sagar Drugs-AMA Computer Centre

Microsoft Excel 2013 Advanced Level

Saturday & Sunday, December 22 & 23, 2018 (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

ABOUT THE PROGRAMME: Microsoft Excel is software that lets you create tables that automatically calculate and analyse the data and create graphs. This type of software is called spreadsheet software. Microsoft Excel is the industry standard spreadsheet application for creating polished and professional looking reports, budgets, forms and much more.

FOR WHOM: Investment Banking Analyst; Management Consultant; Accountant; Marketing Executives; Business Intelligence Analyst; Professionals; Entrepreneurs; Financial Analyst

PROGRAMME CONTENT: Data Validation; Custom Number Formatting; Working with Date and Time; Working with Charts / Graphs; LOOKUP Functions; Array Formulas; Advance Filter; Pivot Tables; What-if Analysis; Protecting your work; Sharing workbook

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.4000/- per person (Including GST). Participation limited to 20 persons.

Microsoft Excel 2013 Advanced Level

December 22 and 23, 2018

Registration Form:

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

Ahmedabad Management Association, Dr. Vikram Sarabhai Marg,
ATIRA Campus, Ahmedabad 380 015.

Phone: 079-26308601-5 • Mobile: 9537407187, 7069940917, 7203030990

Fax: 079-26305692 E-mail: ama@amaindia.org • Website: www.amaindia.org

Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s)	Designation
1.	
2.	
Organisation:	
GST No.:	AMA GST No.: 24AAATA 5881D1Z0
Address:	
	Pin Code:
Phone:	Mobile:
E-mail:	<input type="text"/>