Sagar Drugs-AMA Computer Centre

Programme on

Microsoft Excel 2013 – Basic Level

Friday, December 21, 2018
9.30 a.m. to 5.00 p.m.

at Torrent-AMA Management Centre • Core-AMA Management House
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

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:

- Parts of Excel 2013 Screen
- Working with Workbooks
- Working with Worksheets
- Entering / Editing data in a worksheet
- Working with multiple parts of the same worksheet / workbook
- Working with multiple workbooks
- Working with Pictures
- Working with Charts / Graphs
- Formatting Worksheet
- Printing Worksheet
- Working with Templates
- Formulas & Functions
- Data Filtering & Analysis

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.2000/- per person (Including GST). Participation limited to 20 persons. Fees include course fee, cost of reading materials, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association'.

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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: 079-26308602-5 • **Mobile:** 9537407187, 7069940917, 7203030990
E-mail: ama@amaindia.org • **Website:** www.amaindia.org
Android Mobile App: AMA-Ahmedabad amaIndia.org

Name(s) Designation

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2.

Organisation:

GST No.: AMA GST No.: **24AAATA 5881D1Z0**

Address:

Pin Code:

Phone: Mobile:

E-mail: