



Sagar Drugs-AMA Computer Centre

COMPUTER PROGRAMMES

at AMA Seminar Hall, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

Prog . 1 : Microsoft Excel 2013 – Basic Level

Friday, February 1, 2019 • 9.30 a.m. to 5.00 p.m.

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

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'.

Prog . 2 : Microsoft Excel 2013 Advanced Level

Saturday & Sunday, February 2 & 3, 2019 • 9.30 a.m. to 5.00 p.m.

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

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

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.

Prog . 1 : Microsoft Excel 2013 – Basic Level

February 1, 2019

Prog . 2 : Microsoft Excel 2013 Advanced Level

February 2 & 3, 2019

Registration Form: Please fill-in and return this form along with participation fee to :
Ahmedabad Management Association, AMA Complex, 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: