Celebrating 70 AMAzing Years

AHMEDABAD MANAGEMENT ASSOCIATION

B.H. Jajoo – AMA Centre for Entrepreneurship in IT
Sagar Drugs – AMA Computer Centre
Bala K Subramaniam – AMA Centre for Management of Technology

ADVANCED EXCEL TRAINING
(Limited 20 Seats)

CONTENTS

- Important keyboard shortcuts
- Absolute, relative and mixed cell reference
- Formatting: Format cells, cell styles, Format comments, Alignment options
- Find, Replace, Go to Special commands
- Fill missing values: Flash fill, Fill up, Fill down, Fill Series
- Nested & Custom sorting
- Remove duplicates
- Paste special options
- Split one column to multiple columns
- IF, IFError, IFNA
- COUNTA, COUTIFS, SUMIFS, AVERAGEIFS
- Date and Time Calculations
- Match, Index
- Lookup functions: Basic VLOOKUP function - VLOOKUP with MATCH function -Use of INDEX and MATCH Functions as alternative to Vlookup
- Formula auditing: Evaluate formula, Trace precedents, Trace dependents, Error checking .
- Using Named range instead of fixed cell reference
- Use of Excel table
- Data Validation: Create a dropdown list - Control wrong data inputs - Use formula in data validation
- Conditional Formatting: Format cells based on conditions Customize the formatting options
- Pivot Table in Advance: Basic Pivot table - Use of slicer, timeline - Customize report layout - Modify range once data is updated - How to split pivot table data separately
- Worksheet Protection with password
- Report designing: Set page layout, Use Hyperlinks, Freeze panes, Use images

NOTE

It is preferred that participants have working knowledge of MS Excel.

PROGRAMME FACULTY

Mr. Pranav Ravani is a Senior Business Intelligence Consultant, Microsoft Certified Power BI Data Analyst, and Tableau Certified Specialist with over 15 years of industry experience. With academic credentials in Machine Learning from IIT Roorkee and an MBA in Marketing Management from GTU, he brings a strong blend of technical expertise and business insight. He has delivered impactful data-driven solutions using Excel, Power BI, and Tableau, while training corporate professionals and university students in analytics and visualization. His clientele includes reputed organizations such as Trellance Inc. (USA), Barclays Bank, Ernst & Young, Nivea India, Tata Power, Ammann India, Ratnamani Metals, Shah Investor's Home Ltd., Gujarat University, L J University, Adani Institute of Digital Technology Management, and Nirma University, among others.

Programme Dates:
November 4 & 5, 2026
(Limited 20 Seats)

Duration:
2 Days

Time:
10.00 AM to 5.00 PM

Format:
ON CAMPUS

Programme Fee:
INR 3,000 (Incl. GST)
Concession for Members 10%;
Patron 20%. (Lunch included)

Last Date to Register:
November 3, 2026

Register

For bulk nominations and enquiries, please reach us at:

Mr. Dishank Panchal
Sr. Manager – Programs & Development
Mobile: 63525 56857
Email: dishank@amaindia.org

ISO 9001:2015 CERTIFIED

For enquiries and nominations, please reach us at:
AHMEDABAD MANAGEMENT ASSOCIATION
AMA Complex, ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015.
www.amaindia.org ama@amaindia.org 079-26308601 / 02 Mobile: 7203030990