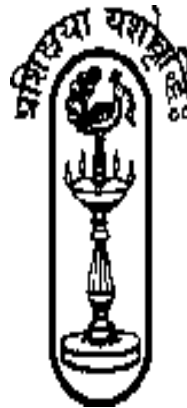


Get the most from *Microsoft Basic to Advance Excel*

Date: 21st , 22nd , 23rd Jan 21
Time: 11am to 1pm

Virtual Program

Master Microsoft Excel from Beginner to Advanced with Chinmaya Institute of Management. Hands on experience on topics with live examples and tutorials.



Chinmaya Institute of Management
#7, D'Costa Layout, 1st Cross
Cooke Town, Bangalore-560 084
(Near to ITC InfoTech, next to Union Bank)
Phone:+91 80 41252084/86
Mobile:98452 04013
E-mail: cihl2000@airtelmail.in
2006.chinmaya@gmail.com
www.chinmayamanagement.in



Microsoft Excel

Basic and Advanced

Basic Excel - 21st, 22nd, 23rd Jan 21

- Cell Reference
- Mathematical functions
- String Functions
- Conditional formatting
- Basic Charts
- IF functions
- Date functions
- Workbook protection

Advanced Excel – Will be announced soon

- IF functions
- Lookup functions
- Arrays
- Pivot tables and Pivot charts
- Create and manage Dropdown list
- Dynamic list and charts
- What IF analysis & SOLVER
- Time functions
- Consolidating multiple workbooks
- Macro recording



Microsoft Excel

Basic and Advanced

Methodology: Live on hands workbooks with lots of examples

Requirements: Licensed version of Microsoft excel 2010 and above

Program Fees : Rs. 3000/- per head for Basic Excel Program
(Please contact us for payment details)

Faculty : Ms. Shruthi Vasuki

Last date of Nomination : Two working days before the
Program Date

For further details contact : – Coordinator – Mr. Ashok Kumar
9611943957

Contact Chinmaya Institute of Management for Completely
Customizable workshop on Microsoft Excel