

Hi,

Warm Greetings!!

It's our pleasure to offer you **"One Day Exclusive Session on Microsoft Excel"** which is designed for professionals & beginners falling under following categories (but not limited to) :-

Accounts, Sales, Marketing, Engineering, HR, IT professionals, Chartered Accountants, Project Managers, Executive Assistants, Personal Assistants, Secretaries, Students of professional courses gearing up for campus placements and jobs, Tech savvy Business owners, and for all those who want to make their life easy with the use of this beautiful tool. In this one day session, we will move in a structured way and will take you through most important aspects of Excel which we use in our day-to-day life. This will help a person make the work more productive with high accuracy & speed. Excel has so many inbuilt features & functions which once understood by someone are easily usable with small amount of practice. ***"We would say...Learn Excel, to Excel in your Personal & Professional carrier"***.

COURSE CONTENTS

SN	Contents
1	Excel Quick Overview Use of Excel, its boundaries & features. Kick off to practical session.
2	Data formation in Excel in form of a Database Data in database shape is very important. Unless, it's in proper shape your analysis will not work. We will help you understand data rules required to bring your data in a right state for analysis. Base data correctness is extremely important for a true analysis. Remember, database is a garbage in garbage out.
3	Data cleaning, formatting & custom settings An important exercise with the help of Excel in built features which is applied on available data to for number, text, date, day, month, year, currency settings.
4	Conditional Formatting It will help you automate formatting of conditional results in such a way which is color coded and easy to see and understand. Once defined, Excel will automatically change the color of your values e.g. up or down, high or low, pass or fail, profit or loss etc.
5	Filters, queries, selective selection of data You have bunch of data and you want to drill it down to your desired level based on multiple choices and conditions. We will explain all the steps so that you can produce results quickly with very little efforts.
6	Formula understanding, writing, fixing errors and using formulas in combination We will teach you by applying various formulas in the categories of Financial, Logical, Text, Day and Time, Statistical, Mathematical etc Sum, Average, Count, Minimum, Maximum, Absolute, Concatenate, Count, CountA, CountBlank, CountIf, Day, Today, Even, Exact, Exp, Find, Int, IsBlank, Left, Len, Lower, Upper, Proper, Now, Power, Rank, Right, Round, Sumif, Trim etc.
7	If-Then-Else-Nested If commands You can produce different set of results based on slabs, conditions, stages etc. It requires logical understating not any programming skills.
8	Vlookup / Hlookup

	This is back bone of excel. You have large amount of data placed at different locations and you want to merge it based on common values and it's relevance. We will show how this can be done with Vertical Lookup and Horizontal Lookup commands.
9	Graphs & Charts Graphs are important part of any analysis or reporting. They get the more attention of management on concern areas when time is very limited. In this workshop you will learn how to create, modify & update graphs / charts like Column, Line, Pie, Bar, Area, Scatter, 3D etc.
10	Hyper / Data Linking Hyper & data linking, within or outside Worksheet / Excel File is an important feature of Excel. This helps update data automatically or based on user requirements without any additional effort to produce combination or results and simulations.
11	Sorting & Searching What if, if you have data but not in order. We will help you understand how to sort, search, replace data in a logical way so that in case if you come across any situation where you need to make changes in entire or selective part of data you should be able to do it yourself which will save enormous amount of time if you start modifying the data manually, one by one.
12	Grouping / Ungrouping Have lot of data which needs to be grouped for summarized results and crisp view. No problem, grouping and ungrouping feature of Excel will help you group / ungroup data with lot of ease and on click of a mouse.
13	Zooming / Panes Freezing These features will help you divide your screen so you should be able to see the relevant data at a time without going up and down again and again.
14	Pivot Tables One of Excel feature which helps you summarizes your data as per your desire. You need to select data in a range and produced consolidated results in pre-defined or user defined reporting formats.
15	Macros – Recording, use, editing, linking We will teach you how to record, edit and use Macros. For persons with little or no programming knowledge, automated recording of functions or actions helps a lot for quick execution with shortcut keys and mouse clicks. If you are a programmer with Visual Basic knowledge, you can custom built your functions at your own.
16	Security & Protection – for worksheet and file Security and protection will help you protect your cells, worksheet area, worksheet or an excel file from unauthorized or misuse. You can secure your confidential data with this feature.
17	Data validation Suppose you want the user not to enter or to enter some data in some specified fields when they are inputting the data for further analysis or use. You can define your custom built data validation rules which are easy to implement, use and manage as well.
18	Template usage Excel provides lot of with package templates for your daily use. You can manage your personal, professional or other work with these predefined templates with little or no modification.
19	Paste special functions You can play with copied data the way you want with this feature which users rarely know.
20	Print settings You can take print of enormous data with the way you want.
21	Questions, Answers & Queries

	The session will continuously hold questions and answers session based on participant's queries.
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PROGRAM CALENDAR (DELHI & MUMBAI)

Location	New Delhi	Mumbai
Place	Paharpur Business Center, Nehru Place	Hotel Atithi, Vile Parle (E)
Timings	9 AM to 6 PM	9 AM to 6 PM
Date(s)	4 th April 2010 11 th April 2010 25 th April 2010 2 nd May 2010 16 th May 2010 23 rd May 2010	18 th April 2010 9 th May 2010 30 th May 2010 20 th June
Day	Sunday	Sunday
Address & Map	Click for address Click for Map	Click for address Click for Map

COURSE DELIVERABLES

- Refreshment with Lunch
- Study material on CD for further reference
- Training with examples as per Course Contents

CHARGES & PAYMENT PROCEDURE

- [Click here for charges & Other Details](#)
- [Click here for Payment Procedure](#)

REGISTRATION PROCESS

Please revert back to us with following details to book your seat

- Participant Name, Profession, Organization Name, Location, Contact Number, Mail ID, Payment Details, Session Interested In

RECOMMENDATION

- We suggest you to bring your own laptop for the training session, though it's not necessary as we divide the participants in small groups. If you want us to provide a computer for you while training session please let us know and add Rs. 350/- per participant as computer rental cost for the training program.

ABOUT US

'Heuristic' means to "Find" or "Discover" something by applying experience-based techniques that help in problem solving, learning and discovery. Heuristics are "rules of thumb", educated guesses, intuitive judgments or simply common sense. Similar way, we have adopted a unique business model to setup a foundation for a long and successful business enterprise. Heuristic Knowledgebase targets to value it's stakeholders, customers, associates and the society in ways of innovation and creativity. We believe in "Adding Value to Expand Worth" in every human life. To make this happen, every single person's association is very much important for us and we will value that. Please visit our website <http://www.heuristic.co.in/> for more details.

In case, you are not interested in this Workshop, please circulate the mail to your colleagues within your organization. Also in case you yourself have already attended the Workshop, you may be kind enough to nominate other delegates from your organization.

Thank you and assuring best of our services.

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Note:

- If you are interested but the slots offered are not suitable to you, please let us know. We can keep you updated for the upcoming sessions in this case.
- We also offer trainings at corporate places as per their requirements.
- We have special training programs for schools and colleges.
- Please also contact us if you need MS Office, Microsoft Project or other Management Trainings.
- We could also arrange corporate trainings on Java, C++, Dot Net, ERP, CRM, SCM etc
- If you want the training to be scheduled in another city & the participants are 8-10 or more, please let us know.
- Let us know please if you have any suggestion for us to improve.
- If you are a trainer and interested to be associated with us please send us your profile at info@heuristic.co.in
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