

EXCEL NEXT



Advanced Excel

For Finance, Audit & MIS reporting

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Why Advanced *Excel* ?

Today, almost every job position in the financial sector requires knowledge of Advanced *Excel*. Any academic course in finance or accounting remains incomplete without the practical knowledge of MS *Excel*. Even non-finance MBA professionals use *Excel* for a significant portion of their work.

Recruiters prefer candidates who know how to apply *Excel* functions and techniques in Finance, Audit and MIS reporting.



About Us



Excel Next is a Training Academy that trains working professionals and students of CA, MBA etc. on Advanced Excel (Finance, Audit and MIS reporting).

Established by a CA with work-experience in KPMG and J.P. Morgan, **Excel Next** is the ONLY training house in Kolkata that combines technical aspects of MS *Excel* with real-life application in Finance, Audit and MIS reporting.

Who should do the course ?

- Working professionals
- Students of Commerce (M.Com, B.Com)
- Students of Management (MBA, BBA, BBM)
- Students of Professional courses (CA, CFA, FRM etc.)



Participants include professionals from Top corporate houses



HSBC



SIEMENS



P&G



PRICEWATERHOUSECOOPERS



THE TIMES OF INDIA

... and more

About the Trainer – CA. Rishabh Pugalia

- Qualified Chartered Accountant
- Has worked for names like KPMG, J.P. Morgan
- Four years of work experience in the area of Investment Banking & Audit
- Successfully completed six-weeks Analyst training program of Adkins Matchett & Toy (www.amttraining.com)



Course content: Illustrative list

Basics

- Sort
- Filter
- Data formats
- Paste Special (Value, Transpose)
- Find & Replace
- Formatting (cell, style)
- Absolute & relative referencing
- Super-essential keyboard short-cuts

Data Extraction

- VLookup(), HLookup()
- VLookup() with Match()
- Text to Columns
- Index() and Match()
- Left(), Right()

MIS reporting

- Pivot Table
- Charts
- Freeze/Unfreeze panes
- Page Setup & Print formatting
- Data Validation (list)
- Grouping and Subtotaling
- Security & File Protection
- Conditional Formatting

Specific formulas

- Sumif(), Countif(),
- Isblank(), Istext(), Isnumber()
- Concatenate(), Round()
- Sum(), Max(), Min(), Average()
- Day(), Month(), Year(), Date()
- SumProduct() ... and More

Logical functions

- IF()
- Nested IF statements
- AND(), OR()

Specific techniques

- Circular Reference
- Formula Auditing
- Macros (Basic)
- AutoCorrect options
- Go To (Special)
- Cell/Range naming

What-IF Analysis

- Solver Add-in
- Data Tables
- Goal Seek

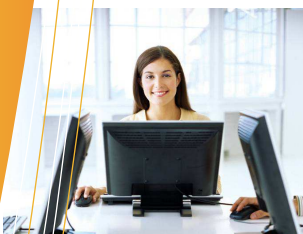
Why *Excel Next* ?

Excel Next is not a PowerPoint-based training firm. Instead, we apply a “hands-on”, “learn-by-doing” approach to our teaching. Our training eModules closely mimic the complexity of real industry data. Additionally, we focus on simultaneous use of multiple functions & techniques, keeping in mind the requirements of a real corporate job.

We are determined to provide top quality training solutions in a cost-effective manner to our clients. This is the reason why within just five months of commencing operations in Kolkata (Dec-09), we have trained more than 120 professionals & students through our Academy's classroom & corporate training program.



Training details



- Duration: 24 hours via 1) 10-days weekday Crash course 2) Saturday-only batch 3) Sunday-only batch
- Fees: Rs. 3,000/- (all inclusive)
- Pre requisite: Basic computer knowledge

Attend a LIVE class for FREE