



Inter-connected Stock Exchange of India Ltd.

International Infotech Park, Tower 7, 5th Floor, Vashi, Navi Mumbai- 400703
Tel: 67941132 / 67941129/ Fax: (022) 27812061



ISE Training Centre



2 – Day Workshop On Advanced MS Excel

Date: 7th & 8th, January, 2012

Venue: ISE Training Centre

Objective of the Workshop

The objective of the training program is to learn the features and functionality of Excel and see how they can be used for. By attending the workshop, participants will learn both the science and art of financial functioning in Excel. The main goal of the course is to enable candidates to enhance their MS Excel skills through exercise and gaining hands-on-experience on various techniques. The course covers step-by-step lessons ranging from basic fundamentals to more advanced features and program applications. It is a highly practical course that will lead to learning powerful features and options of Excel to manage their worksheet-related tasks more efficiently. The course will help delegates gain Excel Proficiency-calculations, functions, formulas, and Excel Best Practices.

Course Contents:

- Excel Overview & Basic excel tools, the Excel application, Exploring excel option from practical point of view. Data filter and data sort, custom list and auto correct, recurring rows and columns.
- Referencing, Introduction to formulae & Excel features, Getting started with formulae, Advanced formulae(vlookup, hlookup), group and outline, linking Excel to web, thesaurus in excel.
- Advanced Excel formulae, Charts and Pivot tables, Conditional formatting, Data validation, Miscellaneous functions, Pivot tables and Pivot Charts, dynamic charts with offset formula.
- String functions, Introduction to arrays/cse formulae, Analysis tools, Introduction to macros and Visual basic and Visual Basic for applications, running macros, writing macros in visual basic, loops.

Note:- **After the course completion, participants will be given** certificates of participation on behalf of Microsoft and Sciffer Technologies

Faculty:

The Faculty **Mr.Vinay** holds B.Tech VJTI Mumbai & cleared CFA level 2. Currently he is working as Research analyst & Group Excel Trainer in India's leading credit rating and research company. He is Microsoft certified trainer and Microsoft certified application specialist(MCAS Excel 2007). he is having more than 4 years of experience in capital market and has trained more than 1000 professionals.

COURSE FEES :

The course fee is Rs.3950/- + 10.3 % service tax = Rs.4357/- per participant, which in addition to the course material, includes lunch and tea.

VENUE :

The workshop will be held at **ISE Training Centre, International Infotech Park, Tower - 7, 5th Floor, Above Vashi Railway Station, Vashi, Navi Mumbai - 400703** on **January 7th & 8th, 2012** from 10.00 am to 5.30 pm.

REGISTRATION :

We request you to nominate persons from your esteemed organisation for this Workshop. Kindly fill the registration form (enclosed herewith) and send it along with the cheque/ DD to our office address. For registration please contact Ms. Swasti / Mr. Vinay at **022- 67941132 / 67941129** or email : training@iseindia.co.in

Note: Last date of registration is 5th, January, 2012