



# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

*Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. TS, India*



## INFORMATION TECHNOLOGY DIVISION

Continuing Professional Development Programme

# Advanced Excel with Macro's and VB Script



06 - 08 Dec 2017



(An ISO 9001:2008 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence**

## Introduction

MS Excel is a very powerful and user friendly tool for any organization. This predestines it for use in Engineering, Industrial and technical calculations and creating reports with many benefits. Macros and VBA (Visual Basic for Applications) programming language is very useful for analyzing data. The innovative ideas are emerging so fast that it is time for having knowledge on how to enhance our presentation skills, enhance the performance of MIS reports and manage data in worksheets efficiently.

## Objective

The objective of the programme is to impart awareness of the advanced options existing in MS Excel and how to fully realize the usefulness of those advanced options in order to enhance the utility of MS Excel with Macro and Visual Basic for Applications (VBA).

## Course Coverage

- Over view & Futures of Excel 2010
- Data filters: AutoFilter and advanced
- Cell level validations
- Using data tables for data analysis
- Mastering PivotTables, Pivot Charts
- Working with external databases
- Using data forms for managing tabular data
- Workbook sharing, Tracking changes
- Goal Seek
- Scenario Manager
- Auditing
- Managing add-ins
- Customizing toolbars and menus
- Conditional formatting of cells
- User-defined functions
- Control-flow statements
- Objects, properties and methods
- Creating automatic procedures
- Creating and Using Shared Workbooks using Excel
- Working with Worksheet Protection
- Working with Multiple Workbooks in Excel
- Working with Macros in Excel
- Make a Macro do Simple Tasks
- Difference between VBA & Macro
- Creating a Simple Macro
- Changing Multiple Properties at Once
- Recording Methods in a Macro
- Make a Macro Do Complex Task
- Opening the Report File
- Filling in Missing Labels
- Adding a Column of Dates
- Appending to the Database
- Control Visual Basic
- Creating Loops
- Extend Excel and Visual Basic
- Creating Custom Functions
- Handling Errors

## Methodology

Methodology of the programme includes class room sessions with hands on 1:1 practical, Lecture / Discussion with audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

## Target Participants

- Data Analyst, Bank Officers, Programmers, Auditors, Accountants, Managers, IT professionals and anyone who is concerned about the data analysis using MS EXCEL.
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations, and industries.
- Faculty members, Technical Staff and Research Scholars of engineering and MCA colleges who would like to gain knowledge and expertise in Data Analysis using MS Excel.

## Benefits to the participants

The participants who attend this course would benefit from this course in the following ways:

- Learn Implement new Features & Data Analysis methods of MS Excel.
- Enhance the utility of MS Excel with Macro and Visual Basic for Applications (VBA).

## Programme Venue, Dates & Timings

**Venue:** Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad. 500032. TS, India.

## Dates

**06 – 08 Dec 2017**

## Timings

On the first day Registration will commence at 09:00 hrs. On all other days the programme timings will be from 09:45 – 17:15 hrs with breaks in between for tea and lunch.

## Course Director

**Mr. Syed Azgar**

Faculty & Manager-IT, Information Technology Division, ESCI

## Course Fee

**₹ 15,000/- (Residential Fee)** per participant. Fee includes course material, course kit, twin-sharing / single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of training programme.

## Discounts

- ❖ **Non – Residential Fee** - 10% discount on course fee is allowed for non-residential participants.
- ❖ **Group Discount** - Additional 10% discount for three or more participants if sponsored by the same organization

(All discounts are applicable only if fee is received at ESCI before commencement of the programme)

Programme fee is to be paid in favour of “**THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA**” in the form of demand draft payable at Hyderabad.

Alternatively the payment may be made by **Electronic Fund Transfer (EFT)** to ESCI S – SB A/c No. 10007111201 with The SBI, PBB Rajbhavan Road Branch, Khairatabad, Hyderabad – 500 004 by RTG's / NIFT / IFSC Code No: SBIN 0004159 – MICR No: 500002075. **While using EFT/Draft method of payment, kindly forward a covering letter giving details on the name of the participants, Title and the programme schedule so that proper accounting can be done.**

**GST @18%** is to be paid extra and above the training fee as training is also brought under the purview of Service Tax in Finance Bill 2010. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to :

## The Head

Information Technology Division

Engineering Staff College of India

Gachi Bowli, Hyderabad – 500 032

Phone: 66304100 (EPABX) / 040 – 66304123/24/25 (Direct), Fax: 040 - 23000336

Email: [it@escihyd.org](mailto:it@escihyd.org), Portal: [www.esci.edu.in](http://www.esci.edu.in)

## A Certificate of participation will be awarded to each participant on conclusion of the programme.

- ESCI encourages participants to present case studies from their respective organizations.
- For the convenience of outstation participants, ESCI will facilitate pick-up and drop from Airport / Railway Stations / Bus Stations, if travel plans are received at least 3 days in advance along with mobile number by fax or email. The charges shall be paid by the participant directly to the Cab.
- ESCI provides complimentary accommodation and boarding to the participants one day before commencement (Check-in 1200 h) and one day after conclusion (Check-out 1200 h) of the programme duration. Overstay charges will be applicable as per ESCI rules (subject to availability of accommodation)
- Well developed Information Centre and Internet facilities are available to the participant.