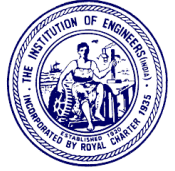# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

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

INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Advanced Excel

For Report Generation & Analytics

(Case study based Hands-on Practical Training using MS Excel 2016)

11 – 13 Nov 2024

Powered by

ESCIUpSkill
A Smart Learning Platform

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 are very useful to automate tasks. 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 for Reporting Generation.& Data Analycis

Course Coverage

- Overview & features of Excel 2016
- 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 Workbooksl
- Working with Worksheet Protection
- Working with Multiple Workbooks in Excel
- Working with Macros in Excel
- Make a Macro do Simple Tasks
- Creating a Simple Macro
- Changing Multiple Properties at Once
- Recording Methods in a Macros
- Data Analytics Tools
- Solver for What-if Analysies
- Power Pivot's
- **Case study**

Methodology

Methodology of the programme includes

- Learning prerequisites skill through ESCI LMS Platfom
- Online Video Interactive sessions with Cloud based Hand-on Practical,
- case studies, Sharing of experiences

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(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence

Target Participants

- Officers working in Admin or Accountants Deportment, Programmers, Auditors, Managers, professionals and anyone who is concerned about the MS Excel for Report Gemeration
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations...

Benefits to the participants

- After completing this course, the participant will be able to learn best practices to Generate reports using **MS Excel 2016** for daily   Office works

- Participants can learn Advanced Excel options to complete thiar office work effectively.

Programme Dates & Timings

Dates: 11 – 13 Nov 2024 (3 Days)
Venue : Engineering Staff College of India, Hyderabad
session timings will be from 10:00 AM – 5:00 PM with 1 Hrs Lunch Break &15 Minutes Tea breaks.

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA
Sr Faculty & Head IT,
Information Technology Division,
Engineering Staff College of India, Hyderabad.

Course Fee Classroom Training

- ₹ **16,500/- (Residential).** per participant. Fee includes course material, course kit, Single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program.

Course Fee Online Training

- ₹ **10,500/-** per Participant. Fee includes 3 Months LMS Platform Access for Digital Learning , 30 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

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

Programme fee is to be paid in in favour of **"THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA"** by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank** A/c No. **912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

Registration

Online registration shall be available on ESCI **web portal** http://www.escihyd.org/index.php/it-upcoming-trainings

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 : **it@escihyd.org**

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