



# 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

# Data Management Using MS Excel & MS Access 2021

(Case study based Hands-on Practical Training)

06 - 09 May 2025



#### Introduction

MS Excel & MS Access are very powerful and user friendly tool for any organization for data management. This predestines it for use in Engineering, Industrial and technical calculations and creating reports with many benefits.. 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, Preparing Dashboards and manage data in worksheets and Tables efficiently.

#### Objective

- To Learn advanced features of MS Excel for Report Generation
- To understand the advantages of MS Access for Data Management.
- To explore, How to creation of Forms & Reports using MS Access database
- To learn advance features of MS Access to analyse data and creating dashboards

#### Course Coverage

- Overview & features of Excel 2021
- Data filters: AutoFilter and
- Advanced Cell level validations
- Customizing toolbars and menus
- Conditional formatting of cells
- User-defined functions
- 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
- Creating and Using Shared Workbooks
- Working with Worksheet Protection
- About Database & DBMS
- About MS Access
- Fundamentals of Access Objects
- Working with Table Data
- Creating Tables in Your Access Database
- Working with Access Table Relationships
- Working with Access Select Queries
- Summarizing Data in an Access Query
- Working with Access Action Queries
- Querying Multiple Tables with Query Joins
- Building Data Entry Forms
- Working with Form Data
- Formatting Options
- Interacting with Queries through Forms
- Building an Access Report
- Integrating MS Access to MS Excel
- Analyzing Data
- Creating Dashboard
- AI tools for MS Office

#### Methodology

- Instructor led Hands-on Practical Classroom training at ESCI Lab for Offline Participants
- Online Interactive Hand-on Practical sessions for Online Participants.
- Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences case studies, Sharing of experiences

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

**Centre for Promotion of Professional Excellence**

### Target Participants

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

### Programme Dates & Timings

**Dates: 06 – 09 May 2025 ( 4 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

- ₹ **22,000/- (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

- ₹ **14,000/-** 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) (ZCC) of Finance act – 1994).

**Note :** GST Nil for All State & Central Govt. Departments and DRDO, DGQA & Defence Organizations.

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](mailto:it@escihyd.org)

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

**Information Technology Division, Engineering Staff College of India**

Gachi Bowli, Hyderabad – Telangana 500 032

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