



CERTIFICATE PROGRAM ON

ADVANCED MS EXCEL FOR MANAGERS

PROGRAM OBJECTIVES

Acquaint the participants with the -

- **Advanced Excel Skills.**
- **Data Analysis Tools.**

PROGRAM DETAILS

Date (S) : 29-30 July, 2017

Timings : 9.30 am to 4.30 pm

**Registration Fee :
Rs. 800/-**

**Earlybird registration :
Rs. 500/-**

**Last date of Registration
25 July, 2017**

PROGRAM OUTLINE

- Functions of Pivot, V lookup.
- Paste special functions, Formulation.
- conditional formatting.
- Validation and Verification of data.
- Links Embedding.
- Sparkline tools to highlight data values.
- Sheet Security.
- Selection, Designing and Working on charts.

TARGET AUDIENCE

The Program is suitable for -

- Students pursuing BBA, MBA, B.COM, M.COM, course and intend to enter into a career in finance, data analysis and marketing.
- Sales Executives, Managers, Small Business Owners or anyone who want to hone their Excel Skills.

For Registration contact : M. 8107579186 or SMS at 9983992222 Register online at : pimanagement.org

Organised by :

FACULTY OF MANAGEMENT

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