NATIONAL PRODUCTIVITY COUNCIL
(Under DPIIT, Ministry of Commerce & Industry, Govt. of India)

2 Days Workshop on "Advanced Excel"
18th & 19th January, 2020

1. **About NPC**

   National Productivity Council (NPC) is a national level organization promoting productivity culture in India. Established in the year 1958 as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry Govt. of India.

2. **Program Background**

   Even though MS Excel is an old spreadsheet and database management program, it is still widely used by individuals and corporate to keep track of their valuable information. MS Excel offers a great assistance to companies who desperately need to update their financial and employees data in order to analyze their productivity and revenue.

   The ability to organize, calculate and evaluate quantitative data is an important skills needed today in many fields. Moreover, they're commonly used in business and managerial decision-making, which means it act as a critical tool.

3. Objectives of the Training:

1. Grasp keyboard shortcuts to improve speed and efficiency
2. Become well-versed with the excel quick access tool bar and cell styling tools
3. Master various intermediate and advanced Excel functions
4. Produce high quality & dynamic charts for data presentations
5. Learn and apply pivot table to analyze large volumes of data
6. Perform various statistical analysis in excel

4. Benefits of Advanced MS Excel

- Management information system and Data analysis are considered top priority for organizations these days as it can help them achieve a higher return on investment.
- Learning Excel will help you perform complex computations and reporting effortlessly.
- Advanced Excel is utilized in almost every office in the world, thus offers a great scope.
- Advanced Excel is highly used in decision making and analysis tool that represents valuable data into the graphical form.
- Advanced Excel saves you a lot of time and effort using VBA and Macros in performing difficult and large computations in a matter of seconds accurately.
- Advanced Excel will help you predict your decision, budget and revenues while establishing your own business that could save you an abundance of money.
- The advanced excel skills shall enhance your employability opportunities and will add value to your competencies.

5. Broad Outline
Day 1

➢ **Working Effectively in the Microsoft Excel Environment**
   o Adding buttons to customize the Quick Access Toolbar (QAT)
   o Controlling key Excel options
   o Navigating and selecting cells using keyboard shortcuts
   o Automating formatting using themes

➢ **Mastering Key Excel Concepts**
   o Creating formulas using absolute, relative and mixed referencing
   o Naming cells and cell ranges
   o Using names in formulas
   o Editing named cells and ranges using the Name Manager

➢ **Tips and Techniques for Entering Core Excel Functions**
- o Using different strategies to quickly enter core Excel functions including SUM, AVERAGE, MIN and MAX
- o Counting cells containing numeric or text values
- o Inserting the current static date or dynamic date
- o Extracting date information from cells containing dates using core date functions
- o Using keyboard shortcuts to insert and display formulas
- o Combining text strings in a formula

➢ **Using IF and VLOOKUP Functions to Display Conditional Results**
- o Using the powerful IF function to output conditional results
- o Creating nested IF statements
- o Creating formulas using SUMIF and COUNTIF
- o Using the VLOOKUP function to look up data vertically in a list or database
- o Dealing with VLOOKUP errors

➢ **Applying Conditional Formatting**
- o Highlighting cells using built-in conditional formats
- o Clearing conditional formatting
- o Editing rules for icon sets
- o Writing formulas in conditional formatting rules
- o Highlighting entire records using conditional formatting

➢ **Protecting and Formatting Worksheets and Workbooks**
- o Protecting worksheets and workbooks
- o Using cell styles and themes to speed up formatting in multiple worksheets

➢ **Linking Worksheets and Workbooks**
- o Using link cells in formulas to link worksheets and workbooks
- o Managing and updating links between workbooks
- o Importing linked and unlinked Excel data into Microsoft Word

DAY 2

➢ **Summarizing Cells or Ranges from Multiple Sheets**
- o Understanding 3D references
- o Inserting formulas that extract totals from multiple sheets using 3D references
- o Considerations when inserting, moving and deleting sheets

➢ **Manipulating and Extracting List or Database Data**
- o Identifying the parts of an Excel list or database
- o Best practices for setting up lists or databases correctly in Excel
- o Inserting records on a worksheet or adding records using a data form
- o Sorting records using the Sort feature with multiple sort keys

- o Using a custom sort to sort records
- o Inserting subtotals using the Subtotal feature
- o Applying filters with multiple criteria
- o Using custom criteria when filtering text, number and date fields
- o Setting up advanced filters for more complex filtering such as overcoming the two criteria custom filter maximum

➢ Converting Data Sets to Tables
- o Why you should be using Excel tables
- o Converting lists to tables in 3 different ways
- o Creating formulas in tables
- o Displaying totals for filtered records
- o Converting tables back to normal ranges

➢ Reducing Errors with Validations
- o Applying validations to ensure users enter the correct type of data in cells
- o Creating custom dialogs if users attempt to enter incorrect data
- o Creating drop-down lists to make data entry easier and more accurate

➢ Visualizing Data using Charts and Sparklines
- o Inserting charts on a spreadsheet or on a new Excel sheet
- o Applying chart formats to improve the appearance of your charts
- o Changing the chart type
- o Applying different types of formatting using various tips and tricks
- o Saving time by creating a chart template
- o Displaying trends using miniature charts in cells called Sparklines (in Excel 2010 and later)

➢ Summarizing Data using Pivot Tables
- o Creating pivot tables to summarize Excel list or database data
- o Rearranging fields in a pivot table
- o Applying formatting to pivot tables and fields
- o Filtering a pivot table
- o Creating a pivot chart
- o Updating or refreshing a pivot table
- o Applying filtering using Excel's slicers (in Excel 2010 and later)
- o Adding a pivot table button to the Quick Access Toolbar

➢ Automating Tasks using Simple Macros
- o Creating simple macros using the macro recorder to automate tasks
- o Viewing VBA (Visual Basic for Applications) code created by the macro recorder
- o Controlling macro security
- o Running a macro using different strategies
- o Writing keyboard shortcuts

6. **Course Outcomes:**
   o After this workshop Microsoft Excel skill of participants will be moved to next level. Participants will learn shortcuts, Tips and tricks of Microsoft Excel.
   o Participants will be able to analyse and work with large data sets and manage workbooks.
   o Participants will also be able to review strategies to manage list or database data using filtering, sorting, sub-totalling and validations, charts will be generated and formatted and then a chart template will be created to save time.
   o With pivot tables participants will be able to summarize list or database data and participants will also be able to create simple macros to automate repetitive tasks.

7. **Timings:**
   Registration Time: 9:30 AM
   Program Time: 10 AM to 5 PM
   Working Lunch: 1:00 PM (40 Minutes)
   Tea Break: 11:30 AM and 3:30 PM (15 Minutes Each)

8. **Venue:** NPC Conference Hall, National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road, New Delhi-110003

9. **Participation Fees:** Rs. 4200/- plus GST @ 18% per participant. Total Fee: Rs.4956/- per participant for the 2- Day Workshop. Please make payment through NEFT/ RTGS and quote **TRG-AE-SP&BD**.

10. **What You Require:** All Participants must bring their laptop(s) for hands-on practice during the program.

11. The Participants shall be awarded a Certificate of Participation at the end of the successful completion of the 2-Days Workshop.

12. **Contact Information:**
    Program Director: Sh. S.P. Tripathi, Group Head, Strategic Planning and Business Development

    Program Coordinator: Ms. Kalpna Thakur

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13.Payment Details:

Programme fees to be paid by NEFT/RTGS in the name of National Productivity Council

Bank Details: Indian Overseas Bank 70, Golf link branch, New Delhi

SB A/C no – 026501000009207
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