EXCEL!
SET.
READY.

August 26-30, 2013 06:30 pm-08:30 pm    @IBA City Campus
Course Fee: Rs. 8,000/- (Inclusive of refreshments, certificates & course manual)

PROGRAM OVERVIEW
MS Excel is one of the most widely-used spreadsheet programs around the world. It helps you in arranging large size data, its summation, analysis as well as presentation in a meaningful and effective manner.
In this workshop, you will learn some of the selected features of MS Excel 2010 in order to make your life much simple and hassle free.

COURSE CONTENTS
• MS Excel startup
• The Arithmetic, Logical, Statistical & Financial Functions Group
• Combination of different Function Groups
• Basic Financial Modeling
• Data Analysis Using Function Groups.
• General Data Technique (Vlookup, Hlookup, Goal seek, etc.)

KEY BENEFITS
✓ Mastering MS Excel
✓ Summarize & analyze bulk of data using important formulas
✓ Career enhancement through data analysis

PARTICIPANTS
✓ Entry level Managers
✓ Financial & Investment Analysts
✓ Cost & Insurance planners
✓ Budget Professionals
✓ Actuaries
✓ Health care professional analyzing health, nutrition & clinical data
✓ Data Analysts (in fields of science, marketing, research etc.)
✓ Any person associated with data

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SKILL DEVELOPMENT PROGRAM
Adding Skills to Experience