



Day	Date	Time	Mode
Saturday	03 rd Dec. 2022	10:30 AM to 01:30 PM	Online

ABOUT THE WORKSHOP

FGI has organized a 3-Hour 'Excel in Excel' Webinar with an aim to make our participants Confident & Advanced Microsoft Excel user.

Being proficient in Microsoft Excel will make regular processes incredibly fast for the participant and will also reduce room for certain human errors such as miscounting or miscalculating. Participant will be able to analyse large quantities of data in a matter of seconds, and will allow them to carry out extremely complicated forms of statistical analyses. **Excel is an extremely valuable skill for the employers as well as employees.** This makes the training of Excel to employees of the utmost importance to any business owner. This 3-Hour webinar will help participants to solve complex problems in Excel, learn new techniques and formulas to tackle tasks faster and better in Excel, apply the right tools for a given task and reduce complexity of spreadsheets.

FACULTY



MR. MANOJ CHAKERWARTI - IT-Consultant & Freelancer (Software, Hardware & Infrastructure) with rich experience of three decades in IT of engineering and automotive companies, software development, ERP implementation, technical and soft skills training.

TOPICS TO BE COVERED

*	Excel Add-Ins and Configuration
*	Cell Reference & Custom Level Formatting
*	Date Functions EDATE(), EOMONTH(), DATEDIF(), WORKDAY(), WORKDAY.INTL()
*	IF & Nested IF Function and Flash Fill (pattern definition)
*	Data Sort (Horizontal), Filter & Advanced Filter (6 different ways)
*	Data Validation (all Options)
*	Data Consolidate using Power Query
*	Data Forecast, Goal Seek, Scenario Manager, Data Table, Solver
*	Functions (SUM, SUMIF, SUMIFS, SUMPRODUCT, AGGREGATE, SUBTOTAL, DSUM)
*	VLOOKUP() Automation, INDEX(), MATCH(), DGET()
*	Transpose & Advanced Transpose, Macros
*	Pivot – (Table, Chart, Reports, Filtering), Insert – (Fields, Items, Slicer, Timeline)
*	Dynamic Trend Charts, Organization Chart using SmartArt
*	Interactive MIS Dashboard
*	Insert Data from Website into Excel with auto-update feature
*	Integration of MS-Excel Charts with PowerPoint
*	Integration of MS-Word with PowerPoint

WHO SHOULD PARTICIPATE?

The Workshop is open for CEOs, MDs, Directors, Senior and Middle Management, Executives from Finance, Marketing, Sales, Operation, Engineering departments and all interested personnel.

HOW TO PARTICIPATE?

Participation in the Webinar is FREE but prior registration is mandatory. Seats are limited and maximum 2 personnel can participate from one company. Please confirm participation by clicking on the below-given confirmation link or scanning the QR Code and submitting the Confirmation form. For more details, please get in touch with FGI on the below mentioned contact details.



Contact FGI Secretariat for More Details