



## BASIC EXCEL

Understanding Menu Options  
(Navigating / Formatting/ View Options/ Fill Handle)

Performing Calculations  
(Formulas, References, Calculate across sheets)

Working with Data  
(Find & Replace / Sort / Filter /  
Conditional Formatting / Charts)

Hands-on Practice Session with Corporate  
Cases & Data Sets



## ADVANCED EXCEL

Extracting & Summarizing Data  
(3D Formulas/ Linking Workbooks / Date & Text  
Functions / COUNT/COUNTIFS/ SUMIFS, etc.)

Data Validation, LOOKUP Functions

Logical Functions  
(AND/ OR/ IFS/ NESTED IFS)

Pivot Tables & Pivot Charts

Hands-on Practice Session with  
Corporate Cases & Data Sets

## A-Z OF EXCEL

### Weekend Workshops

Basic Excel: 14<sup>th</sup> – 15<sup>th</sup> August 2021

Advanced Excel: 21<sup>st</sup> – 22<sup>nd</sup> August 2021

Online on Zoom from 5:30 – 7:30 PM

E-Certificates for All Participants

Mobile: 9310930533

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## RESOURCE PERSONS

### Ms. Divya Jaitley

Divya is a Principal Consultant, Digital Transformation and MarTeck at ATCS, Inc. She comes with a total experience of 14 years spanned across go to market strategy and market research. She is an MBA in Finance & Marketing and has worked with S&P, EY, UHG and GfK Neilson before joining ATCS.

### Mr. Nishant Dudeja

Nishant is an MBA with specialization in Accounting and Finance. He is currently working as a Financial Analyst with Newmark Knight Frank. He brings his experience as a valuation analyst and has worked on various types of excel financial models.

*“Excel is the best way to excel”*

## REGISTER

<https://forms.gle/cD2xMxYXe5XXpiej7>

Please make the fee payment and keep the screenshot of payment proof handy before filling the form



## PROGRAM DIRECTOR

### Dr. Anubhuti Dwivedi

Dr. Anubhuti is an educationist and entrepreneur with around two decades of experience in teaching, research, training and consultancy. She is the Founder and CEO of EdMaestro Pvt. Ltd., a unique training and consulting organization which aims to bridge the gap between aspirations and achievements. She is Doctorate in Economics & MBA in Finance and has completed the Excel for Business Specialization from Macquaire University, Australia. She has been in various administrative positions as Dean and Director of reputed institutes and has published 6 books, 18 research papers and 2 cases.



## REGISTRATION FEE

Rs.750 for both (Basic and Advanced)  
Rs. 500 for single (Basic or Advanced)

### Pay through:

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