

Corporate Bridge's Computer Based Comprehensive Course on Basic & Advanced MS Excel

The main goal of the course is to enable professionals to enhance their MS excel skills through exercise and gaining hands-on experience on various techniques. The course covers step-by-step lessons ranging from basic fundamentals to more advanced features and program applications. It is a highly practical course that will lead to learning powerful features and options of excel to manage their worksheet-related tasks more efficiently. The course will help delegates gain Excel Proficiency – calculations, functions, formulas, and Excel Best Practices. Also, the focus will be given on formatting.

Agenda and Schedule

Session 1: Basic Excel

- Excel overview
Excel navigation & Menu commands
- Entering, moving, & manipulating data
- Managing worksheet & workbook information
- Formatting worksheets
Adjusting Column Width / Row Height
Formatting Cell Using Toolbar
Formatting Cell Using Menu Options

Session 3: Basic Excel Functions

- Logical functions : AND, IF, OR
- Arithmetic functions : ABS, INT, LARGE, MAX, MIN, SMALL, TRUNC
- Date functions : DATE, WEEKDAY
- Aggregation: COUNT, COUNTA, COUNTBLANK, COUNTIF, SUMIF, SUMPRODUCT
- Strings: LEFT, RIGHT, MID, FIND, PROPER, CONCATENATE

Session 5: Advanced Formulae

- Auditing form
Auditing Worksheets And
Tracing Cell References
Tracing Errors
- Advanced referencing functions
CHOOSE, COLUMNS, MATCH, ROWS, VLOOKUP, HLOOKUP

Session 7: Data form & Macros

- Data Form
 - Add a record
 - Modify a record
 - Delete a record
- Macros
 - Recording a macro
 - Running a macro using menu command
 - Assign a macro to a button

Session 2: Charts & Layouts

- Creating Chart using Chart Wizard
 - Changing Chart Options
 - Formatting Chart
- Useful graphs and charts
 - Two-axis graphs
 - Multiple kind of charts
- Setting up Page and Print
 - Setting Up Page
 - Previewing and Printing

Session 4: Using Excel Tools

- Data filter
- Sort
- Pivot Tables: Creating Pivot Table, Updating Pivot Table, Modifying Calculated Field in Pivot Table
- Advanced formatting
 - Customizing Data
 - Advance Formatting
 - Conditional Formatting
 - Format Consistency
 - Data Outlining

Session 6: Multiple Sheets & Auditing features

- Multiple Sheets
Linking worksheets using 3-D formulas, Consolidating data, Creating hyperlink, Creating links between different worksheets
- Auditing
Tracing errors in worksheet, Workgroup collaboration, Tracking changes

Session 8: What-if Analysis

- Goal-seek command
- Using Data Tables
 - One input data table
 - Two input data table
- Create a scenario
- Merger scenario from another worksheet
- Protecting Scenarios

EXCEL FINAL ASSIGNMENT

www.corporatebridge.net

For Registrations Contact:
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Who should attend?

- ➔ Investment bankers
- ➔ Fund managers
- ➔ Equity analysts
- ➔ Equity traders
- ➔ Equity Sales
- ➔ Credit analysts
- ➔ Strategists
- ➔ Treasurers
- ➔ Executive Level Managers
- ➔ Students

What to Bring:
Laptop
Calculator

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Team at Corporate Bridge Academy:

Dheeraj Vaidya (IITD, IIML)
D. Balasubramaniam (AIM Manila)
Gaurav Singh (IITD, IIMC)
S. Premananda (IITD, IIMC)
K. Kayideni (IITD, IIMA)
Bharat Rathi (IIMI)
Kavish Sarawgi (IIML)
40+ faculty from IIT-IIM with significant experience in Investment Banking, Equity Research, Private Equity, Risk Management etc.

Our Advisory Team:

Dr. T. R. Madan Mohan (Ex Prof. IIM Bangalore)
Prof. B. K. Mohanty (IIM Lucknow)
Prof. A.K. Mishra (IIM Lucknow)
Prof. Pranay K Swain (IIM Calcutta)
Romil Pant (National Head, Future Capital Financial)

About Corporate Bridge

Founded by graduates from leading institutes (IITs, IIMs), Corporate Bridge is a global full-service financial training firm, providing instructor-led training and e-learning services to professionals from investment banks and financial institutions. Also, it has conducted seminars at some of the most prestigious academic institutions and corporations in the world, including IIM Lucknow, IIM Indore, IIT Delhi, IIT Kanpur, MDI Gurgaon, FMS Delhi, NITIE, NMIMS, BSE, Indian Institute of Capital Markets etc..

Highly Practical, never had before experience - Chetan, Yes Bank