PROFESSIONAL EXCEL TRAINING

Program Objective :

This 8 hours of program is designed for the executives and key managerial persons who are aware of the basic functions of excel and don't have time to undergo a two days advanced excel training course and looking for certain topics to get mastered with to enhance their knowledge to the next level with the advanced features of Microsoft Excel. Those Advanced Features will help them improving their efficiency, productivity in terms of reporting, analysis, presentation.

Who can Attend:

Executives and Managers from Finance, HR, Sales or Marketing, Production, Stores etc. who are using Excel to simplify their day to day task and feel like improving themselves with the existing features , functions and tools of Microsoft Excel.

Pre-requisites:

Participants must have basic operational knowledge in excel like creating formulas, printing and customizing etc.

Workshop Flow:

| Introduction about Spreadsheet Application and New features. | Working with live examples & Usage of Best Industrial Practices | Tips & Tricks, Troubleshoot Techniques | Workrelated Queries or Question & Answers |

Take Away:

Best tips and tricks of Microsoft Excel.

Softcopies of the customized Hands-in reference manual.

Handy Key-board Shortcut keys.

Post training support for 90 days

For Detailed Course Outline, Contact us:

Excelrocker@ymail.com. +91-9962166117,+91-8144557994, www.excelrocker.com