



Ministry of Micro, Small and Medium Enterprises,  
Government of India



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ISO: 14001:2004

## **MSME TECHNOLOGY DEVELOPMENT CENTRE (CDGI)**

### **MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES, GOVT. OF INDIA**

- A1/1, Industrial Area, Jalesar Road, Firozabad 283203, Uttar Pradesh
- [www.cdgiindia.net](http://www.cdgiindia.net)

## **BRIEF DESCRIPTION OF TRAINING PROGRAMME**

### **4 Days Professional Certificate Course On ADVANCED EXCEL FOR DATA ANALYSIS**

#### **Live Interactive Practical Session**

#### **COURSE CONTENTS:-**

Excel is the world's most popular data analysis tool. Companies and institutions worldwide use it to transform mountains of raw data into clear insights. Strong Excel skills can open new career paths, make you more employable in various industries, and save hours in your daily tasks.

Data analysis provides insights from raw data which is used to support decision-making. Microsoft Excel is a simple, powerful, and one of the top tools for data analysis. This comprehensive guide will introduce you to the concepts of data analysis and present practical examples using Microsoft Excel.

Data analysis has emerged as an important field because it provides the ability to analyze data which helps people in making better decisions. Data analysis is the process of collecting, modeling, and analyzing, and exploring data to find a pattern in it.

## COURSE CONTENT

- BASICS OF UI
- BASICS OF SPREADSHEET SOFTWARE
- CONDITIONAL FORMATTING
- FILLING ENTITIES
- PIVOT TABLE
- PIVOT CHART
- ITEMS INSERTION
- INSERTION OF FILTER AND SLICER
- FORMULA FUNCTIONS
  - 1) LOGICAL
  - 2) FINANCIAL
  - 3) TEXT
  - 4) LOOKUP
  - 5) DATE AND TIME
  - 6) ENGINEERING
- WHAT IF ANALYSIS
  - 1) DATA TABLES
  - 2) GOAL SEEK
  - 3) SCENARIO MANAGER
  - FORECAST ANALYSIS
  - DATA VALIDATION
  - WORKING WITH MULTIPLE VIEW PORTS

## BENEFITS OF ADVANCE EXCEL TRAINING

1. Added Value to Employers
2. Its Saves a Lot of Time
3. Develop your Knowledge and Management Skills
4. Security Data
5. Charts and Graphs
6. Improve Efficiency and Productivity
7. Makes Works Easier
8. Employment Benefits
9. Better Data Organization
10. Eases Work
11. Employability Benefits

1. Improved efficiency and productivity: the biggest advantages of taking an advanced Excel course is that it can help you become more efficient and productive in your work. By learning how to use Excel's advanced features, you can automate repetitive tasks, quickly analyze large datasets, and create professional-looking reports and presentations. This can save you time and effort, allowing you to focus on more important tasks and achieve better results for company.

2. **Enhanced data analysis skills:** Advance Excel is a powerful tool for analyzing and visualizing data, and an advanced Excel course can help you master these skills. You will learn how to use pivot tables and charts to organize and summarize data, how to use advanced formulas and functions to perform complex calculations, and how to use Excel's data modeling and visualization tools to gain insights from your data. With these skills, you can make more informed decisions, identify trends and patterns, and communicate your findings effectively to others.
3. **Improved problem-solving abilities for Employee:** Excel is a versatile tool that can be used to solve a wide range of problems in various fields, from finance and accounting to marketing and sales. An advanced Excel course can help you develop your problem-solving abilities by teaching you how to use Excel to model and solve complex problems. You will learn how to use Excel's built-in solver and other optimization tools to find the best solutions to various types of problems, from scheduling and resource allocation to risk analysis and decision-making.
4. **Enhanced career opportunities:** Employers value employees who have advanced Excel skills, as these skills are in high demand in many industries. By taking an advanced Excel course, you can improve your job prospects and advance your career. You may be able to qualify for higher-paying positions or earn promotions within your current company. Additionally, having advanced Excel skills on your resume can make you more attractive to potential employers and can help you stand out in a competitive job market.
5. **Better collaboration and teamwork:** advance Excel is a popular tool for collaboration and teamwork, and an advanced Excel course can help you make the most of these features. You will learn how to share and manage Excel files with other users, how to use Excel's co-authoring and collaboration tools to work on files simultaneously with others, and how to use Excel's data integration and linking features to combine data from multiple sources. With these skills, you can work more effectively with others, improve communication and coordination, and achieve better results as a team.
6. **Increased knowledge and expertise:** Finally, taking an advanced Excel course can help you gain a deeper understanding of Excel and its capabilities. You will learn about Excel's latest features and functions, and you will have the opportunity to learn from experienced instructors who can provide valuable insights and tips. By expanding your knowledge and expertise, you can become a more valuable asset to your company and improve your ability to contribute to its success of Company.

**Date- 17 & 18 and 24 & 25 August 2024 (4 Days) Time: 6 PM TO 8 PM**

Course Fee: Rs. 3000/-

**Please find below bank details**

**PAYMENT TO BE MADE ONLY IN CDGI ACCOUNT**

**Online (NEFT) Transfer to M/o MSME Technology Development Centre CDGI**

**Account Name: Centre for the Development of Glass Industry**

**Bank: Axis bank ltd**

**A/c No. 672010100020712**

**IFSC Code: UTIB0000672**

**Pls send screenshot of payment details for seat confirmation**

**FOR ONLINE PAYMENT IN MSME TECHNOLOGY DEVELOPMENT CENTRE(CDGI) YOU CAN USE BELOW CODE.**



**FOR MORE DETAILS PLEASE CONTACT:**

**Mobile: +91- 8603769900**

**Website: [www.cdgiindia.net](http://www.cdgiindia.net)**