



# MDP on **Advanced Excel**

Exclusively for IMIS Alumni



**16-17 June 2018**

**@ IMIS CAMPUS**  
Swagat Vihar, Bhubaneswar

## Overview

The Management Development Programme on **Advanced Excel** is being planned exclusively for the alumni by The IMIS Alumni Association (TIAA) as a part of its endeavor in imparting knowledge for exploring new horizon for the stakeholders.

Date: June 16-17, 2018

Venue: IMIS CAMPUS, Swagat Vihar, Bhubaneswar.

## Introduction

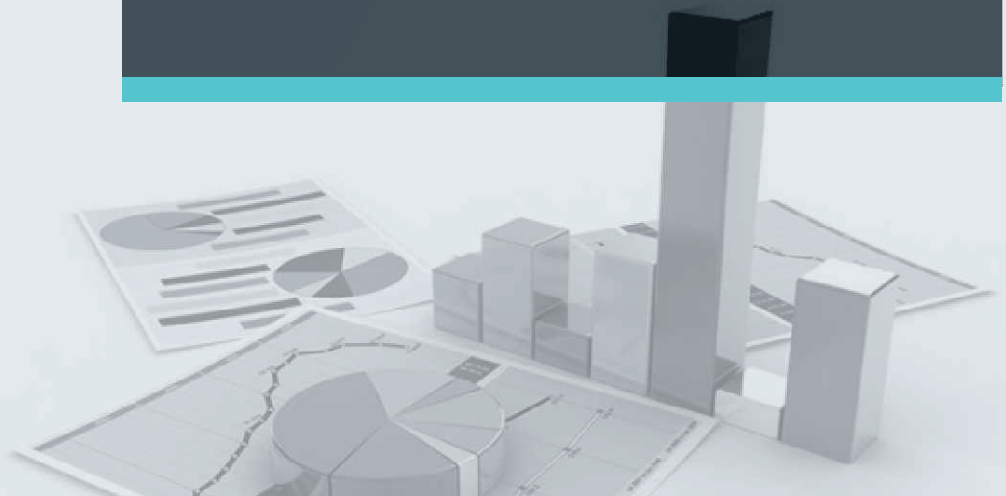
An understanding of Advanced Excel is very much important for managers in different domains irrespective of their functional engagement. It is an essential tool for presenting the data, analysis of data and effective decision making in complex business situations. The course has been designed accordingly to meet the needs of the corporate world.

## Who Should Attend ?

Professionals/Managers/Decision Makers who want to improve/refine their skills in Microsoft Excel with advanced features and thus improve their productivity at work place and draw an edge over others.

## Pedagogy

The teaching pedagogy includes classroom sessions, case/caselets discussion. All the sessions will be taken inside the Computer Lab. All the participants will have access to the desktops available in the Lab. However, the participants can use their own Laptops (with Excel 2013).



## Contents

- Simple Calculations in Excel
- Absolute Cell Reference
- Decision Making Functions (IF, AND, OR)
- Sorting, Filters
- Charts (Line, Column, Pie, Gantt)
- Conditional Formatting of Data
- Logical Functions (COUNTIFs, SUMIFs, AVERAGEIFs)
- Lookups of Data (Vertical and Horizontal)
- Using Multiple Excel Worksheets
- Pivot Tables with Report (slicer and dicer, timeliners, filter connections single sheet and multiple sheets)
- Advanced Analysis - What if Analysis, Data Consolidate
- Advanced Concepts (if time permits)
- Short Cuts

### Expected Outcome

Determine appropriate analytical techniques of Excel to be applied for solving real life managerial problems.

Analyze and interpret data through common description measures of processing data.

Acquaint themselves with the advantages of the scientific approach used in Excel to solve practical problems and interpret them.

### Programme Fee

- INR 3,000 per participant
- The programme is fully residential. Rooms will be provided in the hostels on twin sharing basis. Married couple can enjoy the privilege of attached bath depending on the availability.
- The above fee covers programme kit, boarding and lodging, food three times (for both days), cocktail with dinner on first day and half day sightseeing on second day.
- Fee is payable in advance to the TIAA A/C on or before 10th June 2018. The participants are advised to send the bank acknowledgment of the transaction to imisalumni@imis.ac.in.

### Bank Account Details

**Bank :** INDIAN BANK

**Account Holder Name :**  
THE IMIS ALUMNI ASSOCIATION

**Branch :** M.T. Marg Branch,  
Vivekananda Marg, Bhubaneswar,  
Pin-751002

**Account No :** 6559626187

**IFSC Code :** IDIB000M154

**MICR Code :** 751019004





## Program Instructor

Prof. Sujit Kumar Baboo has been associated with IMIS for more than 23 years. He has rich academic experience in the field of data analysis and business analytics. His expertise lies in quantitative modeling and handling big data. His keen interest in areas such as, Microsoft Business Intelligence, Problem Solving & Decision Making, Advanced Excel for Managers, Business data analytics and Big Data Hadoop training has always motivated him to be updated in these critically acclaimed areas. He imparts training program on EXCEL in various organisations of repute in the state and has helped professionals and students to excel in their careers.

Call : 9437282263 / 8917454272

Mail : [sujitba01@yahoo.com](mailto:sujitba01@yahoo.com) / [sujit@imis.ac.in](mailto:sujit@imis.ac.in)

