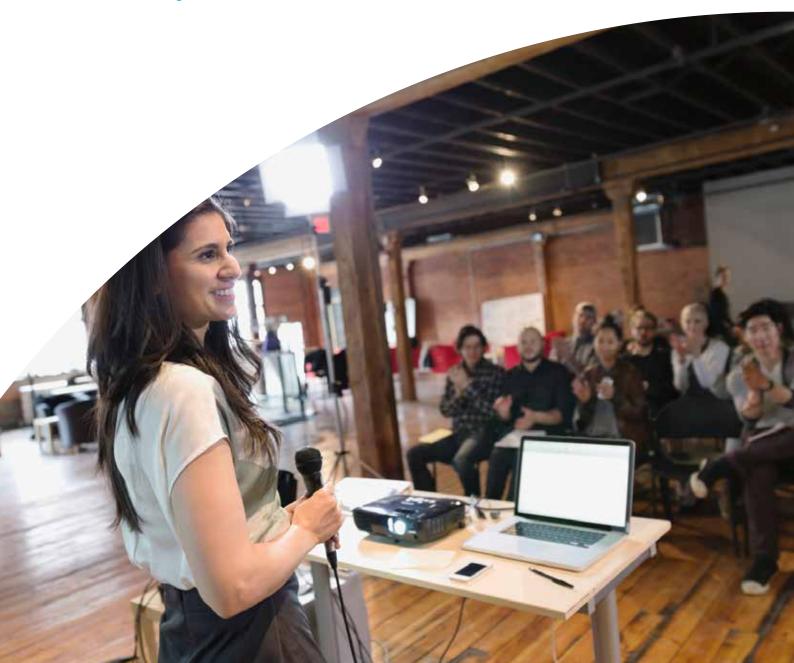


## Advanced Excel Boot Camp

Learning and Development Academy by Grant Thornton



Delhi, Mumbai & Bengaluru



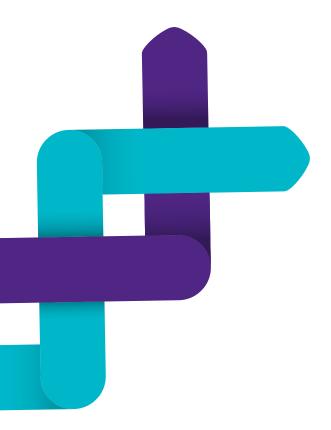
## Why MS Excel

As businesses are evolving and becoming more dynamic, Microsoft Excel has become an integral and leading tool for most organizations across the world. MS Excel is the cornerstone of each organisational function be it strategy, finance or accounting, HR, Sales etc. Each of these department works on complex spreadsheets representing financial results, budgets, forecasts, and plans required to make critical business decisions Microsoft Excel come with million rows of data and automate number crunching, but this popular spreadsheet software is capable of doing more than just figures

Having Working knowledge of MS Excel has become imperative for every working professional as the use of MS Excel across organisation is domain and department agnostic. A strong knowledge of MS Excel would help professionals to success in their respective career paths.

#### **Objectives of MS Excel Training**

- Participants will learn to how to simplify complex spreadsheets
- Enhance spreadsheets with templates, charts, graphics, and excel formulas and streamline their operational work.
- Use advanced functions of MS Excel to improve productivity,
- They will apply visual elements and advanced formulas to a worksheet to display data in various formats.
- Participants will also learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others



#### Who Should Attend

- MS Excel is widely used in organisations across departments, basic understanding of the Microsoft Excel is important for employees at all levels across verticals (HR, Finance, Sales & Marketing). Grant Thornton Academy has also designed an advance level MS Excel program which is meant for people working on large spreadsheet and responsible for reporting and managing MIS.
- The course is also designed for students would want to learn how sort and filter data, import and export data sets, and analyze data using the rich features provided in Excel. It will impart the necessary skills to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data.

#### **Deliverables**



16 Hours of Face to Classroom Sessions



**Work Books** 



**Practice material** 



Assessments and Quizzes

#### Certificate

Post Completion of the program participants would receive a certificate of participation form Grant Thornton Learning and Development Academy

## **Course Coverage**

#### Using Custom & Conditional Formats

Create a custom number format  Conditional Formatting  Creating Conditional Formatting  Editing Conditional Formatting  Adding Conditional Formatting	Creating a custom format
Creating Conditional Formatting  Editing Conditional Formatting	Create a custom number format
Editing Conditional Formatting	Conditional Formatting
	Creating Conditional Formatting
Adding Conditional Formatting	Editing Conditional Formatting
	Adding Conditional Formatting
Deleting Conditional Formatting from the selected range	Deleting Conditional Formatting from the selected range

#### **Using Range Names**

Using Range names
Creating range names
Using range names in formulas
Creating range names from headings
Deleting range names

#### Using Formulas & Functions

Text Function
Logical Functions
Date and Time Functions
Information Function
Database Functions
Math and Trigonometry Functions
Statistical Functions
Lookup and reference functions

#### Managing, Sorting & Filtering Tables

Creating Tables	
Naming the Tables	
Changing the Table style	
Creating a total row	
Creating a calculated column	
using FIItering in Table	
Removing the duplicate record	

#### **Working with Charts**

Creating a chart
Formatting a chart
Adding Labels
Changing the chart type, Data source

#### **Working with Pivot Tables**

Creating Pivot tables
Adding Pivot table Report Fields
Refreshing Pivot table Reports
Changing the summary functions
Creating report filter page

#### Working with Shared Workbooks

Sharing a workbook
Opening and editing a shared workbook
Tracking changes
Resolving conflict in a shared workbook

#### Working with Multiple Workbooks

	•
Linking workbooks	
Editing the Link	
Consolidating the workbooks	

## Protecting Your Worksheet and Workbook

Protecting your work sheet
Protecting range with password
Protecting your Workbook and Excel File

## **Why Grant Thornton**



Ranked No 1 in Training & Development in India amongst Accounting Firms: Universum 2017



Base in over 130 Countries, with 47000+ people and one of the largest fully integrated Assurance, Tax & Advisory firms in India with 14 offices across India.



Standard, globally accepted training methodology



Customised and cost effective solution with post training support



Access to a network of international firms with relevant experience



Access to a network of international firms with relevant experience



# About Grant Thornton Learning & Development Academy

Learning and Development is an upskilling service offering of Grant Thornton providing result-oriented finance and accounting courses to professionals and students. Our impactful programmes can be customised to help you gain skills and capabilities in your area of interest.

In a digital age, we strongly believe in retaining the advantages of a classroom environment, making the most of group learning while paying attention to resolving individual queries. Our trainers are seasoned experts who will share their journey along with best practices followed by the industry.

The L&D Academy will leverage our firm's rich experience in different domains across various industries and its knowledge base to share practical insights, helping participants understand and learn complex concepts.

 $\begin{tabular}{ll} Grant Thornton Learning \& Development \\ Academy Other Offerings; \end{tabular}$ 

Ind AS 115/ IFRS 15 and Ind AS 116/ IFRS 16 workshop

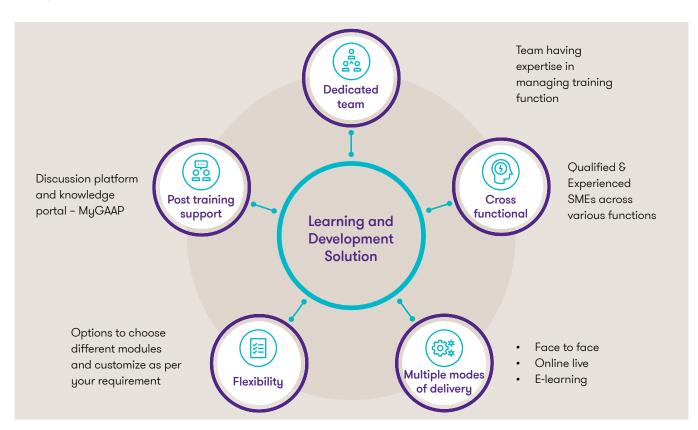
**Diploma in IFRS ACCA** 

Finance for Non-finance professionals

**GST Workshop** 

**MS Excel Boot Camp** 





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