

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

Creating a custom format

Create a custom number format

Conditional Formatting

Creating Conditional Formatting

Editing Conditional Formatting

Adding Conditional Formatting

Deleting Conditional Formatting from the selected range

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

Working with Charts

Creating a chart

Formatting a chart

Adding Labels

Changing the chart type, Data source

Working with Shared Workbooks

Sharing a workbook

Opening and editing a shared workbook

Tracking changes

Resolving conflict in a shared workbook

Protecting Your Worksheet and Workbook

Protecting your work sheet

Protecting range with password

Protecting your Workbook and Excel File

Using Range Names

Using Range names

Creating range names

Using range names in formulas

Creating range names from headings

Deleting range names

Managing, Sorting & Filtering Tables

Creating Tables

Naming the Tables

Changing the Table style

Creating a total row

Creating a calculated column

using Filtering in Table

Removing the duplicate record

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 Multiple Workbooks

Linking workbooks

Editing the Link

Consolidating the workbooks

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.

Grant Thornton Learning & Development Academy Other Offerings;

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 



To know more about our solutions, please contact:

Munjal Almoula
Partner - Tax 
Grant Thornton India LLP
M: +91 22 6626 2650
E: munjal.almoula@in.gt.com

Pradeep Pandey
Associate Director
Grant Thornton India LLP
M: +91 78380 00185
E: pradeep.pandey@in.gt.com

Kapil Arora
Associate Director
Grant Thornton India LLP
M: +91 96541 90274
E: Kapil.Arora@in.gt.com

Contact us

To know more, please visit www.grantthornton.in or contact any of our offices as mentioned below:

NEW DELHI

National Office
Outer Circle
L-41 Connaught Circus
New Delhi 110001
T +91 11 4278 7070

NEW DELHI

6th floor
Worldmark 2,
Aerocity
New Delhi 110037
T +91 11 4952 7400

AHMEDABAD

7th Floor,
Heritage Chambers,
Nr. Azad Society,
Nehru Nagar,
Ahmedabad - 380015

BENGALURU

5th Floor, 65/2, Block A,
Bagmane Tridib,
Bagmane Tech Park,
C V Raman Nagar,
Bengaluru - 560093
T +91 80 4243 0700

CHANDIGARH

B-406A, 4th Floor
L&T Elante Office Building
Industrial Area Phase I
Chandigarh 160002
T +91 172 4338 000

CHENNAI

7th Floor, Prestige Polygon
471, Anna Salai, Teynampet
Chennai - 600 018
T +91 44 4294 0000

GURGAON

21st Floor, DLF Square
Jacaranda Marg
DLF Phase II
Gurgaon 122002
T +91 124 462 8000

HYDERABAD

7th Floor, Block III
White House
Kundan Bagh, Begumpet
Hyderabad 500016
T +91 40 6630 8200

KOCHI

6th Floor,
Modayil Centre point
Warriam road junction
M. G. Road
Kochi 682016
T +91 484 406 4541

KOLKATA

10C Hungerford
Street
5th Floor
Kolkata 700017
T +91 33 4050 8000

MUMBAI

16th Floor, Tower II
Indiabulls Finance Centre
SB Marg, Elphinstone (W)
Mumbai 400013
T +91 22 6626 2600

MUMBAI

9th Floor, Classic Pentagon
Nr Bisleri factory,
Western Express Highway
Andheri (E)
Mumbai 400099
T +91 22 6176 7800

NOIDA

Plot No. 19A,
7th Floor
Sector - 16A
Noida 201301
T +91 120 7109 001

PUNE

3rd Floor, Unit No 309 to 312
West Wing, Nyati Unitree
Nagar Road, Yerwada
Pune- 411006
T +91 20 6744 8800

For more information or for any queries, write to us at contact@in.gt.com



Follow us @GrantThorntonIN

© 2018 Grant Thornton India LLP. All rights reserved.

"Grant Thornton in India" means Grant Thornton India LLP, a member firm within Grant Thornton International Ltd, and those legal entities which are its related parties as defined by the Companies Act, 2013.

Grant Thornton India LLP is registered with limited liability with identity number AAA-7677 and has its registered office at L-41 Connaught Circus, New Delhi, 110001.

References to Grant Thornton are to Grant Thornton International Ltd (Grant Thornton International) or its member firms. Grant Thornton International and the member firms are not a worldwide partnership. Services are delivered independently by the member firms.