

ADVANCED MICROSOFT EXCEL WORKSHOP

16-19 December 2019

The Department of Business Administration, Tezpur University successfully organised an workshop to hone the skills of MBA first year students in the domain of data analysis using the tool Microsoft Excel on 16-19 December 2019. The workshop was conducted by Microsoft certified Excel Specialist Mr. Ravi Kamana from Hyderabad. The basic aim of the workshop was to train the first year MBA students in the various advanced aspects of Microsoft Excel for use in data analysis, visualization and interpretation. The four day workshop dwelled upon the following areas:

- Fundamentals of MS Excel- managing cells, worksheets
- Organizing and analysing data- data validations, slicers, pivot tables, power pivot
- Functions, Formulae, Macros
- Data Visualisation- charts, graphs
- What-if analysis, Solver, Goal Seek, Scenario Analysis
- Useful Shortcuts and industry applications



Microsoft Excel Advanced Training session in progress

With a hands-on training approach, the trainer introduced the problem-solving approach by focusing on relevant business problems and how the same can be solved using Microsoft Excel.



Key Takeaways from the Workshop

Head
Deptt. of Business Administration
TEZPUR UNIVERSITY


WORKSHOP DETAILED CONTENTS

Managing Cells & worksheets
• Background of Excel and Back-stage view
• Editing, Deleting columns, rows
• Generating random numbers, text, dates.
• Smart-tags & Auto-fill
• Format cells
• Cell referencing-Relative, Absolute & Mixed
• Copy-Paste-Special-paste
• Auto-Sum, Min, Max, Count.
• Find-Replace-colors-match cases-Entire cell contents
• Go to Special
• Editing worksheets-copy-move-hide
Analyzing, Organizing Data
• Conditional formatting, finding duplicates
• Data validation, Custom validations
• Sorting, Multiple-column sorting
• Conditional filtering, Advanced filtering
• Working with Tables-Advantages
• Inserting comments, Shapes, Hyperlinks
• Text to column conversion
• Removing duplicates
• Sub-totals
• Pivot tables, Pivot charts, customizing.
• Using Slicers
• Cross comparison between different categories in PivotTable
• Data Drill-down and Drill-up
• Creating interactive Pivot Charts
• Using Time Lines and Spark lines
• Grouping Dates and Times other Text categories

Functions, Formulae
• Arithmetic Functions: COUNTA, COUNTBLANKS, MIN, MAX, LARGE, SMALL.
• Database functions: DCOUNT, DSUM, DMEAN, DMAX, DMIN, DAVERAGE.
• Logical Functions: IF, AND, OR and combination of the three functions.
• Lookup Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, INDIRECT, TRANSPOSE OFFSET, CHOOSE, HYPERLINK
• Naming Data ranges, • Working with ranges, Dynamic Ranges, • Working with Named Ranges.
• Mathematical Functions: RAND, RANDBETWEEN, ROUND, ROUND UP/DOWN.
• Financial Functions: PMT, IPMT, PPMT, IRR, NPV, DB, SLN, FVSCHEDULE
• Date & Time Functions: DAY, MONTH, YEAR, WEEKDAY, WEEKNUM, EDATE, EOMONTH, TODAY, NOW, HOUR, MINUTE, SECOND, YEARFRAC, DATEDIF, NETWORKDAYS.
• Saving as workspace • Using different views, Custom views • Viewing multiple windows • Freeze panes, Split windows • Protecting cells, worksheets, workbooks. • Print preview, Page set-up other options • Setting Print area • Printing as Images

WORKSHOP DETAILED CONTENTS

Charting
• Selecting the Right chart
• Formatting charts
• Interactive charts
• Column Charts
• Bar charts
• Pie charts
• Line charts
• Sparkline
What-if Analysis
• Goal Seek
• Data Tables
• Scenario Analysis
Some useful shortcuts and Best practices
• Excel's most useful Killer shortcuts, Features,
• Excel tips for efficiency, Best practices,
• Excel's most ignored shortcuts, features.


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