CELEBRATING 60 AMAZING YEARS

AHMEDABAD MANAGEMENT ASSOCIATION®

**Sagar Drugs-AMA Computer Centre**

**Programme on**

# Microsoft Excel 2013 – Basic Level

**Saturday & Sunday, January 7-8, 2017 (Two days)**
**9.30 a.m. to 5.00 p.m.**

at Torrent-AMA Management Centre • Core-AMA Management House
ATIRA Campus, Dr. Vikram Sarabhai Marg, Ahmedabad 380 015

**About the Programme:** Microsoft Excel is software that lets you create tables that automatically calculate and analyse the data and create graphs. This type of software is called spreadsheet software. Microsoft Excel is the industry standard spreadsheet application for creating polished and professional looking reports, budgets, forms and much more.

**For Whom:** Investment Banking Analyst; Management Consultant; Accountant; Marketing Executives; Business Intelligence Analyst; Professionals; Entrepreneurs; Financial Analyst

**Programme Content:**

- Parts of Excel 2013 Screen
- Working with Worksheets
- Working with multiple parts of the same worksheet / workbook
- Working with Charts / Graphs
- Printing Worksheet
- Formulas & Functions
- Working with Workbooks
- Entering / Editing data in a worksheet
- Working with multiple workbooks
- Working with Pictures
- Formatting Worksheet
- Working with Templates
- Data Filtering & Analysis

**FACULTY :** **Mr. Mehul Shah** is having more than 15 years of experience in the field of Accounts, Finance, IT Teaching. An avid user of spreadsheet & Tally, he successfully implemented ERP in an Educational Institute. He has 3 years of experience in a KPO (Accounts & Finance) where he managed around 100 people.

**FEE :** Rs.2500/- per person (Including Service Tax). Participation limited to 20 persons. Fees include course fee, cost of reading materials, lunch and refreshments. The cheque may please be drawn in the name of 'Ahmedabad Management Association'.

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**Microsoft Excel 2013 - Basic Level** **January 7-8, 2017**

**Registration Form:** Please fill-in and return this form along with participation fee to :
**Ahmedabad Management Association,** AMA Complex, Ahmedabad 380015.
**Phone:** 079-26308602-6 • **Mobile:** 9537407187• **E-mail:** ama@amaindia.org
**Website:** www.amaindia.org • **Android Mobile App:** AMA-Ahmedabad amaIndia.org

Name(s) Designation

1.

2.

Organisation:

Address:

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