

No.

Certificate Program offered by M/S Bhagath Motors

on

Advanced Excel to BBA/B.Com/M.Com Students – AY - 2017-18

This Certificate Course is offered to learn the most advanced formulas, functions and types of financial analysis to be an Excel power user. This advanced Excel training course builds on free Excel Crash Course and is designed specifically for spreadsheet users who are already proficient and looking to take their skills to an advanced level. This course will help students become a financial analyst in investment banking, private equity, corporate development, equity research and FP&A.

Objectives

1. To develop a theoretical and practical understanding among students about the importance of excel use in today's competitive global business.
2. Set up the chart function of Excel to represent numeric data in multiple formats.
3. Differentiate between formulas and functions in Excel.
4. Access and manipulate data using the database functions of Excel.

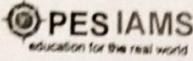


Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
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for **BHAGATH MOTORS**

Authorized Signatory



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(ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರ್ಕಾರದ ಅಂಗೀಕರಿಸಿದ ಮತ್ತು ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಅಂಗೀಕರಿಸಿದ)

ಎಸ್ ಹೆಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

PES Institute of Advanced Management Studies

(Affiliated to Kuvempu University, Recognized by Govt. of Karnataka)

N H-206, Sagar Road, Shivamogga - 577 204 (Karnataka)

Syllabus

UNIT-I: Excel Basics (6 Hours)

Introduction to spreadsheets, Office and Excel overview, Basic text and cell formatting, Basic arithmetic calculation, Special paste, Freeze pane, Auto completion of series, Sort and filter, Charts, Data validation

UNIT-2: Advanced Excel Capabilities (12 Hours)

Conditional formatting Importing data and text to columns, Functions, Mathematical, String, IF, AND, OR, Match, Search, Vlookup, Data Validation, Creating drop down, Lists using different data sources, Adding Pictures and Shapes to a Worksheet.

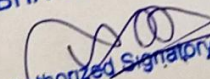
UNIT-3: SPREAD SHEET Working with EXCEL (12 Hours)

Workbook Protection, Keyboard Shortcuts, Creating and Updating Subtotals, Formatting functions, pivot table, formulas, text to columns, conditional format, chart features, working with graphics in EXCEL using worksheets as database in accounting, Recording and editing Macros.


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