

Proposed schedule of MS Office workshop at SSCBS college (Jan-2022)

Day	Date	10:00 am - 12:30 pm	1:30 pm to 4:00 pm
Day 1	15-Jan-22	<p>Introducing Excel</p> <ul style="list-style-type: none"> • Cell formulae Vs Array formulae, • Cell Referencing and Naming of cells and cell ranges, • Matrix Operations and solving system of linear equations <p>Logical Functions</p> <ul style="list-style-type: none"> • If, Nested If, and, or, and other common Worksheet Functions • Power functions: sumif, countif, sumifs, countifs, etc 	<ul style="list-style-type: none"> • • <p>Summarizing Data</p> <ul style="list-style-type: none"> • Tabulation-Frequency, Graphical Representation – charting, Advanced Charting tools Mathematical and Statistical functions
Day 2	16-Jan-22	<p>Sort, Filter and conditional formatting</p> <ul style="list-style-type: none"> • Sorting, multilayer sorting • Filter and advanced filter • Conditional Formatting <p>Handling errors and circular reference</p> <ul style="list-style-type: none"> • IfError • Circular Reference 	<p>Lookups & references and text functions</p> <ul style="list-style-type: none"> • Vlookup, • Hlookup, • Index • Match • Dynamic Charts • Text functions
Day 3	22-Jan-22	<p>Working with Reports</p> <ul style="list-style-type: none"> • Formatting as Table Analyzing Data Using Pivot Table and pivot charts <p>Interactive charting and dashboard</p> <p>Using dashboard for data interactivity</p>	<p>Tools for forecasting revenues and costs</p> <ul style="list-style-type: none"> • Trend • Forecast/ Forecast. Linear • Forecast.ets • Forecast.ets.confint • Forecast.ets.seasonality • Slope • Intercept

Break

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Day 4	23-Jan-22	<p>Financial Function part1</p> <ul style="list-style-type: none"> • Compounding Vs Discounting • Annuity Vs Non-annuity cashflows • Time value functions: PV, FV, NPV, rate, IRR etc • EMI Computation and loan repayment schedule 	<p>CVP and What-if-analysis</p> <ul style="list-style-type: none"> • Cost-Volume-Profit Modeling, • What-if analysis: - Goal seek, data table and scenario analysis • Analyzing Financial Statement of an Indian Company
Day 5	29-Jan-22	<p>Data analysis and Constraint optimization (excel-ad-ins)</p> <ul style="list-style-type: none"> • Summarizing data using Data Analysis Toolpak: Descriptive statistics, Moving averages, correlation/covariance tables, regression analysis, etc. • Use of solver for solving linear programming problems – optimal product mix and assignment problems. 	<p>Using Power Point for power presentations</p> <ul style="list-style-type: none"> • Designing Master Slide • Inserting Date, Header, Footer, Tables, graphs, pictures, etc. • Animation, Transitions, Hyperlinks, • Setting-Up Slide Show <p>Worksheet Automation using Macros</p> <ul style="list-style-type: none"> • Recording Macros • Absolute and relative macros • Editing macros • Use of spinner buttons and command buttons
Day 6	30-Jan-22	<p>Worksheet Automation using Macros</p> <ul style="list-style-type: none"> • Sub Procedure • Function Procedure (creating New Functions) • Working with Loops <ul style="list-style-type: none"> ○ Do_while ○ For_Next • Creating User Forms <ul style="list-style-type: none"> ○ Msg Box ○ Input Box • If_Then_Else 	<p>Using Word for Report Preparation</p> <ul style="list-style-type: none"> • Cover page • Content List • Inserting Tables, Graphs, Pictures, Water Marks, Header-Footer, Page Number, Text Boxes and word art • Page Setting: Margins, orientation, Columns etc. • Adding References: endnotes, footnotes, Citation and Bibliography Styles • Mass Mailing Using Mail-Merge utility (using

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