# MIS XL Consulting

# Company Profile

Decision Maker - Support

**Rajesh S – An Analyst / Excel Instructor**
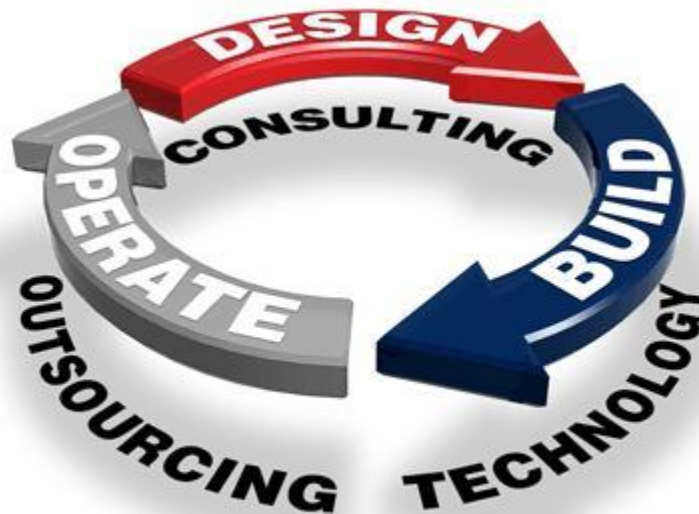
# About Us

*Every organization struggles with trying to extract the data necessary to run the business from its multiple collections of applications and data sources. Ideally, you would have everything you need to make decisions about your business in a single report or spreadsheet, which is easier said than done.*

*We can help to combine information from single or multiple applications to provide the "big picture" or detail reporting that is currently missing. Why spend hours, days, or even weeks manually pulling data together when we can streamline the process into the click of a button.*

*We have extensive experience in working with clients to gather requirements and in building the exact report necessary for your organization.*

*Consultants abound for almost any business situation in any industry -- whether manufacturing, education, healthcare, telecommunications, entertainment, or virtually any other slice of the economy -- bringing expertise in finance, accounting, IT, marketing, operations, strategy, or nearly any other functional discipline.*

*With all of the consulting services available in the marketplace today, one would expect that numerous firms would be devoted to consulting around one of the ubiquitous -- and often sub-optimally utilized -- business tools in use today: Microsoft Excel. In reality, though, MIS XL consulting services are typically provided by small firms, with one or a handful of consultants -- often addressing niche needs for their clients -- with little standardization in approach or consistency of skill levels.*

*Whatever your project may be, our consulting services can fit your needs and your budget. For customized solutions, our team will provide a fixed quote for your application. This means you will understand the total project cost before we begin.*

*Our MIS XL consulting services include but are not limited to: database programming, reporting, data manipulation and conversion, database marketing, data audit, data cleaning, data mining and forecasting, data integration,  query calculator and tools, customized Excel functions, and spreadsheet design.*

# Our Services

*If you are working on projects that require you to turn spreadsheets and workbooks into powerful business and timesaving tools, then Our Consulting Services is designed for you.*

*Our solutions is a wiz when it comes to understanding Excel and creating applications, that help you take your Excel applications to the next level. It is this knowledge about Excel and numerous resources that enable our solutions to exceed your expectations and provide you with Excel solutions that will astonish you.*

*Our services include:*

- ✓ *Report Automation | Reporting*
- ✓ *Data Manipulation and Conversion*
- ✓ *Database Marketing*
- ✓ *Data Audit*
- ✓ *Data Cleansing*
- ✓ *Data Mining and Forecasting*
- ✓ *Data Integration*
- ✓ *Customized Excel Functions*
- ✓ *Spreadsheet and Database Design*

# Data Analysis

*Data Analysis is another service we offer under the category of Excel. This service is ideal for projects that you are under the gun to finish or for one-time processing of information.*

*Data Analysis can also help by creating applications that take care of the mundane processing of one-time tasks that it does not make sense to automate. In other cases, creating a customized Macro may be the answer. Our Consulting Network analyze your project and provide you with the solution that meets your needs, whether it's a one-time processing of data or creating a custom program that automates daily, monthly, and weekly tasks. Our knowledge and experience gets the job done, ensuring you get the most from your data and meet your deadlines.*

*Before writing a bit of code, we will analyze your requirements, analyze your data, and propose a dashboard that is INTUITIVE, INTERACTIVE, and DELIGHTFULLY SIMPLE to use.*

*We are now offers Onsite Advanced Excel Training for all of them. The excel training can be customized to focus on the tasks relevant to your industry or group.*

# Database Marketing

*Database marketing emphasizes the use of statistical techniques and data analyses to develop models of customer behavior, which are then used to select customers for communications. The benefit of database marketing is the ability to target marketing efforts. Companies can concentrate their marketing effort on customers that are most likely to buy. Through continually gathers, refines, and analyzes data about the customers, their buying history, prospects, past marketing efforts, demographics, data can be turned into information that supports all marketing and sales programs.*

*A database marketer send targeted promotions to any segment of their customer and prospect lists, measure the value of their individual customers and track promotional efforts, measure responses, purchases, and the return on investment for every dollar spent on their promotional efforts.*

# Data Management | Data Integrity | Data Quality

## Data Integrity | Data Quality Services

*The importance of data management is often overlooked by many companies that frequently underestimate the important contribution data management makes to the success or failure of their operations. Data quality is vital to business intelligence. Companies typically spend thousands and even millions of dollars setting up business intelligence systems to improve their operations, but the results generated by these efforts are only as good as the data that is fed into them.*
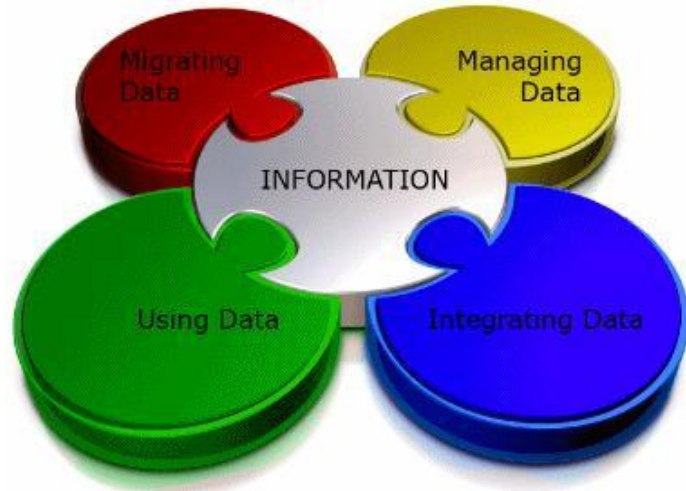


*Many fall short of their expectations because of poor data quality issues. Contradictory, inconsistent, or inaccurate information exposes companies to many business risks that lead to increased costs, customer dissatisfaction, poorer decision making and lost business. Clean, high quality data helps company decision makers to accurately and correctly assess their business activities and avoid potential pitfalls that can significantly impair a company's profitability.*

*At Excel Business Solutions, we offer companies data cleansing, data integration, data enrichment and data mining services in support of accurate reporting, analysis and business decisions; consequentially, they can minimize risk and cost, enhance business opportunity, and increase returns.*

# *Data Cleansing*

*Data De-Duping | Data Standardization | Data Parsing*

*The terms "data cleansing" and "data scrubbing" are interchangeable; both involve detecting and correcting (or removing) corrupt or inaccurate records from a database. Data cleansing services can transform and combine different data, remove inaccuracies, standardize common values, remove redundancy, parse values and cleanse corrupt data to create consistent, reliable information.*

*Fig 1. A graphical example of data parsing:*

| Name | | Title | First | Middle | Last | Suffix |
|------|---|-------|-------|--------|------|--------|
| KAMALA KUMAR Jr. | | | KAMALA | | KUMAR | Jr |
| SRINIVAS REDDY | | | SRINIVAS | | REDDY | |
| Mr. DINAKAR MUKUNDA | | Mr. | DINAKAR | | MUKUNDA | |
| UGRASHIMA RAO | | | UGRASHIMA | | RAO | |
| KUSUMA RAO | | | KUSUMA | | RAO | |
| Mr.ABDUL HAMEED.K | | Mr. | ABDUL | | HAMEED | |

*Full names are separated into Title, First, Middle, Last, and suffix columns using pattern recognition rules. Some complex parsing projects may require many different rules to get a presentable percentage of successful rates.*

*Fig 2. A graphical example of data standardization:*

| City | | City |
|------|---|------|
| B'lore | | Bangalore |
| BLR | | Bangalore |
| Bangalore | | Bangalore |
| Bengaluru | | Bangalore |

*Various versions of "Bangalore" are standardized into one unique name.*

# *Data Integration*

*Data integration is the process of combining data from different sources and providing the user with a unified view of the data. Data cleansing supplements this process.*

*"If there are holes in your data landscape, we can fill them."*
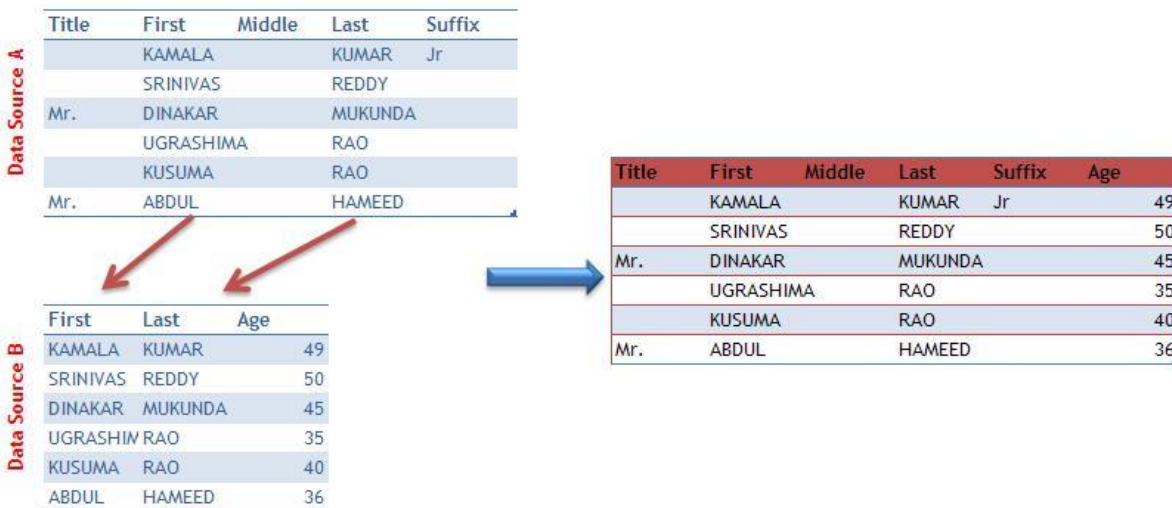
*During the process of data integration, data from multiple sources are combined into a single data set. Redundant data entries are identified for consolidation or elimination.*

*Data integration is essential to business intelligence because it connects together information needed to make strategic decisions across asset types, provides quick and convenient access to data, improves quality and comprehensiveness of data, promotes consistency and reduces the cost of data collection, storage and processing. An organization will benefit most from enterprise business intelligence when it helps users generate concise information from multiple data sources.*

**Fig 3. A graphical example of data integration:**

**Data Source A**

| Title | First | Middle | Last | Suffix |
|-------|-------|--------|------|--------|
|  | KAMALA |  | KUMAR | Jr |
|  | SRINIVAS |  | REDDY |  |
| Mr. | DINAKAR |  | MUKUNDA |  |
|  | UGRASHIMA |  | RAO |  |
|  | KUSUMA |  | RAO |  |
| Mr. | ABDUL |  | HAMEED |  |

**Data Source B**

| First | Last | Age |
|-------|------|-----|
| KAMALA | KUMAR | 49 |
| SRINIVAS | REDDY | 50 |
| DINAKAR | MUKUNDA | 45 |
| UGRASHIM | RAO | 35 |
| KUSUMA | RAO | 40 |
| ABDUL | HAMEED | 36 |

| Title | First | Middle | Last | Suffix | Age |
|-------|-------|--------|------|--------|-----|
|  | KAMALA |  | KUMAR | Jr | 49 |
|  | SRINIVAS |  | REDDY |  | 50 |
| Mr. | DINAKAR |  | MUKUNDA |  | 45 |
|  | UGRASHIMA |  | RAO |  | 35 |
|  | KUSUMA |  | RAO |  | 40 |
| Mr. | ABDUL |  | HAMEED |  | 36 |

*The two tables are consolidated to form a third table by linking the source tables with the first and last names.*

## *Data Enrichment*

Data enrichment or data enhancement adds more info from other internal or external data sources to information already used in the organization. This process increases the analytic value to the existing information. One example of the data enrichment process is to associate the current customer records in the current database with buying behaviors and demographical information from other sources.
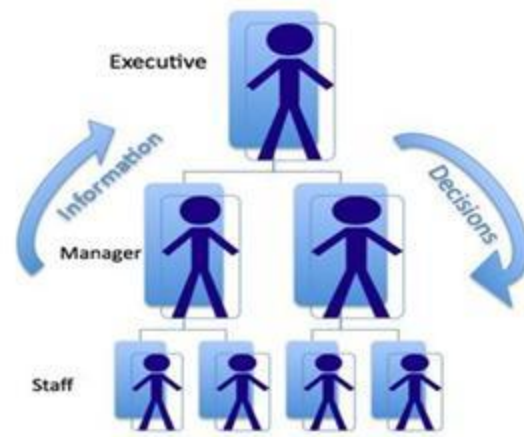


*Fig 4. A graphical example of data enrichment:*



For customers targeting purpose, income classification is used to assign the income level to the customers.

# *Data Mining and Reporting*

Data mining uncovers patterns in data. This process can be effect by descriptive statistics, data summary, and/or predictive techniques. These patterns play a critical role in decision-making. Using data mining, companies and organizations can increase the profitability of their businesses by uncovering opportunities and detecting potential risks. It lies at the core of business intelligence.

**Fig 5. A graphical example of crosstab reporting:**

| Branch Office | Sale Date | Revenue |
|---|---|---|
| Bangalore | 05-Oct-09 | 168530 |
| Chennai | 08-Oct-09 | 580903 |
| Mumbai | 05-Dec-09 | 520628 |
| Delhi | 05-Oct-09 | 394300 |
| Kolkata | 03-Nov-09 | 761694 |
| Hyderabad | 05-Dec-09 | 938605 |
| Bangalore | 20-Nov-09 | 169281 |
| Chennai | 20-Dec-09 | 950478 |
| Mumbai | 30-Oct-09 | 646728 |
| Kolkata | 09-Dec-09 | 588381 |
| Hyderabad | 20-Nov-09 | 787271 |
| Bangalore | 22-Oct-09 | 777418 |
| Mumbai | 30-Oct-0~ | 85343' |
| Delh' | 25-C | 3⁵' |

| Branch Office | Oct-09 | Nov-09 | Dec-09 | Grand Total |
|---|---|---|---|---|
| Bangalore | 57.8 | 21.5 | 18.8 | 98.1 |
| Chennai | 45.7 | 67.4 | 40.5 | 153.6 |
| Mumbai | 58.9 | 85.8 | 97.8 | 242.6 |
| Delhi | 88.2 | 45.1 | 99.8 | 233.0 |
| Kolkata | 96.3 | 89.4 | 21.4 | 207.1 |
| Hyderabad | 67.0 | 92.9 | 58.4 | 218.3 |

The row sale data is converted into a useful monthly sale report by cities.

# Data Query and Report | Pivot Tables

*Summarize Your Data With Pivot Tables!*

*A pivot table is a powerful data summarization tool in Microsoft Excel. It can automatically sort, count, and total data stored in a spreadsheet and create a second table displaying the summarized data, among various other functions. The following examples demonstrate how a huge amount of data can be summarized and cross tabulated.*

## Pivot Tables

*A pivot table is a powerful data summarization tool in Microsoft Excel. Among other functions, it can automatically sort, count, and total data stored in a spreadsheet and create a second table displaying the summarized data. The following examples demonstrate how a huge amount of data can be summarized and cross tabulated.*

**What Is New in Excel 2007's Pivot Tables?**

*Microsoft streamlined the pivot table interface to make it easier to use. In the last six versions of Excel, you generally created and modified a pivot table by dragging field names around the worksheet. Excel provided subtle visual clues about where a dropped field would appear, but these clues were too subtle for most. If you accidentally dropped a text field in the data area instead of the row area, disaster would result. Now, in Excel 2007, you can build a pivot table by checking a few boxes. Excel's IntelliSense figures out the best location for the field. To modify the default, you can drag field names around the PivotTable Field List.*

*Also new in Excel 2007 is the easier interface for sorting and filtering fields in a pivot table. Whereas sorting was formerly hidden three levels deep in the menu system, it is now just one click away from the PivotTable Field List*

 *Formatting such as heat maps, data bars, banded rows, and columns are now available as icons on the Excel 2007 Ribbon. Finally, Microsoft is pushing a high-end server product that allows many people to access data stored in pivot tables. It is no surprise that pivot tables play a key role in the interactivity of Excel Services for SharePoint.*

# Contact

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**URL:** http://misxl.yolasite.com/
**My Blog:** http://rajeshpeter.wordpress.com/

# About our Training Programs

Our Training Programs are customized as per client needs and requirements.

We have designed our training programs for ….

     *Senior Management Team*

     *Sales / Marketing / Customer Care / Operations Managers*

     *Human Resources / Admin Managers*

     *Accounts / Auditors*

# Microsoft Excel Advance Training Program

**Course - Advance Microsoft Excel:**
- ❑ This is a 48 hours course (6 Hours a Week)
- ❑ Instructor is **Rajesh S**, Hand phone **988-651-7585**, email: rajesh.xls@gmail.com
- ❑ Rajesh S  bio available online at – http://in.linkedin.com/in/rajeshpeter

**Course Description:**

This is a beginning-level spreadsheet course equipping delegate/s to become more proficient in using spreadsheet programs. Delegate/s use an updated version of Microsoft Excel to perform basic skills to organize, format, and edit data in order to produce professional-looking spreadsheet documents. Delegate/s learn how to write formulas and use built-in functions to have Excel automatically calculate totals, averages, monthly loan payments, and other common business calculations. Delegate/s also practice creating and enhancing charts. More advanced skills include automating worksheet tasks and working with analysis tools. Delegate/s possessing strong math skills will enjoy creating spreadsheets that demonstrate Excel's ability to perform powerful, complicated calculations quickly.

**Course Goal:**

To familiarize delegate/s with the core features of Microsoft Excel 2007; to introduce them to the creation and manipulation of Excel tables. At the end of the training, delegate/s will be able to create, manipulate and format worksheets as well as create formulas and charts. To offer experienced Excel veterans a challenging look at some of the program's most advanced features.

This course focuses on the creation of formulas using the most useful and essential functions in each of Excel's main functions categories. Delegate/s will also be taken through various types of formulas and the different methods of creating them, the different ways of inserting functions and using nested functions to build complex formulas. The course also covers the auditing of formulas and the handling of errors

**Course Requirements:**
Delegate/s will be required to learn Microsoft Excel basic concepts, how to use spreadsheet, and how to use mathematics to solve problems in business analysis. This is a fast-moving course, and Delegate/s should be prepared to spend 4-8 hours per week outside of class to achieve the course learning objectives, depending on their prior familiarity with financial concepts and problem-solving.

**Attendance:**
It is the delegate/s responsibility to accurately find out what activities were missed because of an absence. It would benefit the delegate/s to notify the Instructor before a known absence, so that arrangements are made for work given in advance.

**Course Fees:**      Rs.4000/-*
**Duration:**          48 Hours

### Course Outline…
NOTE: The content and schedule may be adjusted and add as needed.

**Environment**
- Introducing the Ribbon
- Where Can I Find That on the Ribbon?
- Excel Options

**Excel-lent Tips**
- Accessing the Toolbars with the Keyboard
- Basic and Common Shortcut Keys
- Shortcuts with the Ctrl Key Combination
- Ctrl Key with Special Keys
- Ctrl Key with Function Keys
- Shortcuts Using the Shift Key
- Shift Key with Numeric Pad Keys
- Shift Key with Function Keys and Other Keys
- Shortcuts Using the Alt Key
- Alt Key with Numeric Keys
- Alt Key with Alphabet keys
- Alt Key with Function Keys
- Special Shortcut Keys
- Shortcuts Using the Function Keys

**Formulas, Functions, and More**
- What Is a Formula and How Does It Work?
- The Operator Precedence Rules
- Relative vs. Absolute Referencing
- Introducing Array Formulas
- Common Error Messages in Formulas
- How are Functions Different from Formulas?
- Date and Time Functions
- Examples of Date-related Functions
- Lookup and Reference Functions
- Text Functions
- Logical Functions

**Finding Duplicates or Unique Values**
- Finding Duplicates
- Finding Duplicates in Excel 2007
- Finding Duplicates in Excel 97-2003
- Finding Unique Values
- Using a Formula to Isolate Unique Values
- Using Advanced Filter to Find Unique Records
- Using a Pivot Table to Find Unique Records
- Using Remove Duplicates in Excel 2007 to Find Unique Records

**Data Management in Excel**
- Database Management – the Basics
- Data Management Functions Available in Excel
- Creating a Database
- Sorting a Database
- Steps in Data Sorting
- Filtering Data – AutoFilter and Advanced Filter
- AutoFilter
- Advanced Filter Subtotals, Grouping and Outlining Grouping and Outlining
- Data Validation Feature
- Converting Text to Columns / Importing Text Data

**Looking up Data**
- Copying the VLOOKUP Formula to Get Region and District
- Dealing with #N/A for Missing Values
- When You Know There Is a Match but Excel Cannot Find It
- Retrieving Many Columns from the Lookup Range
- Getting Good Records from Bad Data
- VLOOKUPs Take a Long Time to Calculate

**Pivot Table Data Crunching**
- Pivot Table Fundamentals
- Creating a Basic Pivot Table
- Customizing a Pivot Table
- Controlling the Way You View Your Pivot Data
- Performing Calculations Within Your Pivot Tables
- Using Pivot Charts and Other Visualizations
- Analyzing Disparate Data Sources with Pivot Tables
- Common Pivot Table Issues and Questions

**Formatting and Printing Reports**
- Print Preview Options and Zooming
- Controlling Print Selection, Page, Cells, and Copies
- Selecting Pages to Print
- Controlling Print Copies
- Setting, Removing Page Breaks; Page Break Preview
- Print Area – Setting, Clearing
- Page Control – Orientation, Size, Scaling, Quality
- Alignment Control – Margins, Centering Report
- Headers and Footers, First Page Numbers
- Controlling Sheet Properties During Printing
- Printing Charts

**Making Things Look Good**
- Change the Look of Your Workbook with Document Themes
- Finalize a Smartart Layout Before Adding Pictures
- How Do the Labeled Hierarchy SmartArt Graphics Work?
- Change the Background of a Worksheet
- Add a Printable Background to a Worksheet
- Change the Width of All Columns with One Command
- Ad a Page Break at Each Change in Customer
- Hide Error Cells When Printing
- Copy Cell Formatting, Including Column Widths
- Ad a ToolTip to a Cell to Guide the Person Using the Workbook

# Microsoft Excel Short term Training Program

❑ **Location -** C V Raman Nagar, Bangalore-93, KAR.
❑ Instructor is **Rajesh S**, Hand phone **988-651-7585**, email: rajesh.xls@gmail.com
❑ Rajesh S  bio available online at – http://in.linkedin.com/in/rajeshpeter

## Course Description:

This is a beginning-level spreadsheet course equipping delegate/s to become more proficient in using spreadsheet programs. Delegate/s use an updated version of Microsoft Excel to perform basic skills to organize, format, and edit data in order to produce professional-looking spreadsheet documents. Delegate/s learn how to write formulas and use built-in functions to have Excel automatically calculate totals, averages, monthly loan payments, and other common business calculations. Delegate/s also practice creating and enhancing charts. More advanced skills include automating worksheet tasks and working with analysis tools. Delegate/s possessing strong math skills will enjoy creating spreadsheets that demonstrate Excel's ability to perform powerful, complicated calculations quickly.

## Course Goal:

To familiarize delegate/s with the core features of Microsoft Excel 2007; to introduce them to the creation and manipulation of Excel tables. At the end of the training, delegate/s will be able to create, manipulate and format worksheets as well as create formulas and charts. To offer experienced Excel veterans a challenging look at some of the program's most advanced features.

This course focuses on the creation of formulas using the most useful and essential functions in each of Excel's main functions categories. Delegate/s will also be taken through various types of formulas and the different methods of creating them, the different ways of inserting functions and using nested functions to build complex formulas. The course also covers the auditing of formulas and the handling of errors

## Course Requirements:

For every course – Delegate/s are required to have basic knowledge of the subject, which will be customized as per requirements as short-term packages. The in depth knowledge of the particular subject will be dealt with during the time frame provided Delegate/s should be prepared to spend 4-8 hours per week outside of class to achieve the course learning objectives, depending on their prior familiarity with financial concepts and problem-solving.

## Attendance:

It is the delegate/s responsibility to accurately find out what activities were missed because of an absence. It would benefit the delegate/s to notify the Instructor before a known absence, so that arrangements are made for work given in advance.

## Excel Introduction:

Our Introduction to Excel assumes no prior knowledge of the program and allows users to grasp key spreadsheet concepts as well as getting to grips with the powerful timesaving features unique to Excel.

We offer a range of courses on Microsoft Excel, suitable for beginners and advanced users alike. We run scheduled, tutor-led Excel training courses at our training place, and we can also organize in-house training anywhere in the Bangalore.

# MS Excel 2007 Introduction:

Our Introduction to Excel assumes no prior knowledge of the program and allows users to grasp key spreadsheet concepts as well as getting to grips with the powerful time-saving features unique to Excel.

**Course Fees:**     Rs.1000/-*
**Duration:**         8 Hours

Requires no experience of using Excel, just basic computing skills.

**Course Outline…**

**Basics**
➤ *Standard toolbar overview*
➤ *Formatting toolbar overview*
➤ *Data entry*
➤ *Block selection*
➤ *Copying data*
➤ *Moving data*
➤ *Inserting cells, rows and columns*
➤ *Deleting cells, rows and columns*
➤ *Resizing rows and columns*
➤ *Using the AutoFit facility*
➤ *Undoing and redoing operations*
➤ *Spell checking*
➤ *Printing a spreadsheet*

**Formatting**
➤ *Setting alignment*
➤ *Using cell shading*
➤ *Adding borders to cells*
➤ *Using Auto format*
➤ *Number and date Formats*
➤ *Creating styles*
➤ *Applying styles*
➤ *Modifying Styles*
➤ *Using conditional formatting*

**Formulas**
➤ *How formulas work*
➤ *About cell references*
➤ *About Excel ranges*
➤ *Overview of functions*
➤ *Using the AutoSum facility*
➤ *Using the formula palette*
➤ *Using conditionals*
➤ *Statistical functions*
➤ *Financial functions*
➤ *Creating external references*

**Charts**
➤ *Creating a chart*
➤ *Setting chart options*
➤ *Editing chart elements*
➤ *Editing chart data*
➤ *Adding logos and graphics*
➤ *Printing charts*

**Productivity**
➤ *Creating reports*
➤ *Setting print options*
➤ *Creating custom lists*
➤ *AutoCorrect*
➤ *Password protecting documents*
➤ *Protecting worksheets*
➤ *Using hyperlinks*
➤ *Save As Web Page*
➤ *Web Page Preview*

# MS Excel 2007 Advanced

Our Advanced Excel course enhances users' knowledge by delving deeper into Excel's powerful data modeling and tools.

Designed for those already familiar with basic Excel concepts and spreadsheet use

**Course Fees:**      Rs.1500/-*
**Duration:**      8 Hours

*Course Outline…*

### Data manipulation
- ➢ *Automatic outlining*
- ➢ *Group and ungroup*
- ➢ *Filtering data*
- ➢ *Advanced filtering*
- ➢ *Sorting data*
- ➢ *Inserting Subtotals*
- ➢ *Creating an Advanced Filter*
- ➢ *Single input data tables*
- ➢ *Double input data tables*

### Formulas and functions
- ➢ *Complex If statements*
- ➢ *Using nested functions*
- ➢ *Using named regions*
- ➢ *Using lookup functions*
- ➢ *Using database functions*

### Pivot Tables
- ➢ *Overview of PivotTables*
- ➢ *The PivotTable Wizard*
- ➢ *Formatting PivotTables*
- ➢ *Rearranging PivotTables*
- ➢ *Sorting data*
- ➢ *Grouping data*
- ➢ *Using AutoShow*
- ➢ *Overview of PivotCharts*
- ➢ *The PivotChart Wizard*

### Collaboration
- ➢ *Working with Shared Workbooks*
- ➢ *Reviewing Workbooks*
- ➢ *Sending Workbooks*
- ➢ *Tracking changes*
- ➢ *Resolving conflicts*
- ➢ *Merging Workbooks*

### Macros
- ➢ *Recording a Macro*
- ➢ *Running a Macro*
- ➢ *Macro buttons*

# Excel Functions and Formulas

Our Excel Functions and Formulas course focuses on the creation of formulas using the most useful and essential functions in each of Excel's main function categories. Delegates will also be shown the various types of formulas and the different methods of creating them, the different ways of inserting functions and using nested functions to build complex formulas. The course also covers the auditing of formulas and the handling of errors.

Functions are at the core of Microsoft Excel and provide much of its power. However, many users find working with functions and formulas confusing and frustrating. This course focuses on the creation of formulas using the most useful and essential functions in each of Excel's main function categories.

**Course Fees:**     Rs.2000/-*
**Duration:**     12 Hours

*Course Outline…*

**Building formulas**
  ➢  *Entering and editing formulas*
  ➢  *Understanding operator precedence*
  ➢  *Copying and moving formulas*
  ➢  *Understanding relative reference format*
  ➢  *Understanding absolute reference format*
  ➢  *Copying a formula without adjusting relative references*
  ➢  *Displaying Worksheet Formulas*
  ➢  *Working with range names in formulas*
  ➢  *Pasting a name into a formula*
  ➢  *Applying names to formulas*
  ➢  *Understanding external references*

**Working with functions**
  ➢  *Inserting functions*
  ➢  *Supplying function arguments*
  ➢  *Supplying range arguments*
  ➢  *Inserting nested functions*

**Text functions**
  ➢  *Converting text*
  ➢  *LOWER(), UPPER(), PROPER()*
  ➢  *Extracting a substring*
  ➢  *LEFT(), RIGHT(), MID()*
  ➢  *Concatenation*
  ➢  *Creating customer account numbers*

**Logical functions**
  ➢  *Using the IF() function*
  ➢  *Working with nested IF()s*
  ➢  *Using AND, OR and NOT*

**Lookup functions**
  ➢  *Creating lookup tables*
  ➢  *Using VLOOKUP() and HLOOKUP()*
  ➢  *Using range lookups*
  ➢  *Finding exact matches*
  ➢  *Using the CHOOSE() function*

**Date and time functions**
  ➢  *How Excel handles dates and times*
  ➢  *Construction dates with the DATE() function*
  ➢  *Extracting date elements with DAY(), MONTH(), and YEAR()*
  ➢  *Isolating the day, month and year*
  ➢  *Determining the day of the week*
  ➢  *Calculating the tme between two dates using DATEDIF()*
  ➢  *Calculating elapsed time*
  ➢  *Creating time sheets*

**Maths functions**
  ➢  *ROUND() and  MROUND()*
  ➢  *ROUNDDOWN() and ROUNDUP()*
  ➢  *CEILING() and FLOOR()*
  ➢  *EVEN() and ODD()*
  ➢  *INT() and TRUNC()*
  ➢  *Using  RANDBETWEEN() to generate data*
  ➢  *Using  RANDBETWEEN() to generate date and time values*

**Database functions**
  ➢  *How database functions work*
  ➢  *Defining the Excel database*
  ➢  *Defining the criteria area*
  ➢  *Using AND and OR with your criteria*
  ➢  *The DSUM() function*
  ➢  *The DAVERAGE() function*
  ➢  *The DCOUNT() function*
  ➢  *DMIN() and DMAX()*
  ➢  *The DGET() function*

**Dealing with errors**
  ➢  *Understanding Excel error values*
  ➢  *#DIV/0!, #NAME?, #REF, #NULL!, #N/A*
  ➢  *Using conditionals to anticipate error values*
  ➢  *Using IFERROR()*
  ➢  *Using the formula error checker*
  ➢  *Auditing a worksheet*
  ➢  *Tracing cell precedents and dependents*
  ➢  *Evaluating formulas*
  ➢  *Watching cell values*

# Pivot Table Data Crunching

Pivot tables are the single most powerful feature in all of Excel. With a pivot table, you can take 1 million rows of transactional data and transform it into a summary report in seconds. If you can drag a mouse, you can create a pivot table. In addition to quickly summarizing and calculating data, pivot tables allow you to change your analysis on the fly by simply moving fields from one area of a report to another. There is simply no other tool in Excel that gives you the flexibility and analytical power that pivot tables can give you.

**Course Fees:**     Rs.1000/-*
**Duration:**          8 Hours

*Course Outline...*

 - ➢ Pivot Table Fundamentals
 - ➢ Creating a Basic Pivot Table
 - ➢ Customizing a Pivot Table
 - ➢ Controlling the Way You View Your Pivot Data
 - ➢ Performing Calculations Within Your Pivot Tables
 - ➢ Using Pivot Charts and Other Visualizations
 - ➢ Analyzing Disparate Data Sources with Pivot Tables
 - ➢ Common Pivot Table Issues and Questions

*Note: - \*All course fees are subjected to the payment of per head.*