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**RVS IMSR**  
Building Intellectual Capital

**RVS Institute of Management Studies and Research**

Rathanavel Subramaniam College of Arts and Science

(Autonomous)

Sulur, Coimbatore – 641 402.

## One Day Workshop on Advanced MS-Excel

October  
23, 2018





## OBJECTIVE:

The main goal of the course is to enable candidates to enhance their MS Excel skills through exercise and gaining hands-on-experience on various techniques. The course covers step-by-step lessons ranging from basic fundamentals to more advanced features and program applications. It is a highly practical course that will lead to learning powerful features and options of Excel to manage their worksheet-related tasks more efficiently. The course will help delegates gain Excel Proficiency- calculations, functions, formulas, and Excel Best Practices.

## COURSE CONTENTS:

- Excel Overview & Basic excel tools: Cell Formatting, Cell Styles, Conditional Formatting, Data Filtering & Protect Excel File.
- Data Analysis: Mathematical and Logical Formulae functions.
- Advanced formulae: Vlookup, Hlookup, Match, Index, Choose and Array functions, Text & Date Functions.
- Data Tools: Data Validation, Data Tables, Name Managers, Hyperlinks, Goal Seek Miscellaneous functions, Pivot tables and Pivot Charts, dynamic charts, Data Forms, Removing duplicates, Text to Columns.

**Note:** - After the course completion, participants will be given certificates of participation on behalf of RVSIMSR

## COURSE FEES:

The course fee is Rs.350/- per participant, which in addition to the course material, includes lunch and tea.

## REGISTRATION

We request you to nominate persons from your esteemed organization for this Workshop. Kindly fill the registration form (enclosed herewith) and send it along with the cheque/ DD to our office address. For registration please contact- **Dr.N.Kanakaraj (9842664793), Dr.T.Jayashree (9944282301).**

email: [kanagaraj.n@rvsgroup.com](mailto:kanagaraj.n@rvsgroup.com), [jayashree@rvsgroup.com](mailto:jayashree@rvsgroup.com).

**Note:** Last date of registration is **October 20, 2018**. Only Limited seats.

**Link for Registration:** <https://goo.gl/ZBLZdr>

## ORGANIZING COMMITTEE

### Parton:

**Dr.Sunil Vakayil**  
Director – RVSIMSR

### Coordinators

**Dr.S.Vinoth, Dr.N.Kanakaraj & Dr.T.Jayashree**  
Associate Professor(s), RVSIMSR