



Presents

Excel in XL

Saturday, 28 May 2011

Microsoft Excel makes it possible to analyze, manage and share information in more ways than ever before, helping you make better, smarter decisions. It is a powerful tool you can use to create and format spreadsheets, and analyze and share information to take more informed decisions. Analysis and visualization tools help you track and highlight important data trends. It is a preferred program for business and home office usage for number crunching and chart creation because the software offers many distinctive benefits to its users. With the Microsoft Office user interface, rich data visualization, PivotTable views, professional-looking charts are easier to create and use. Some of the features that make Excel unique are easy to learn and perform are:-

- High end computation capability
- Data visibility all time
- Data mining facilities
- Newer versions support spreadsheets that can be up to 1 million rows by 16,000 columns
- Build professional-looking charts.

Issues to be covered in practicum

- General formulae
- Formatting data mining
- Printing setup
- Audit tools
- Security and locking
- Text functions, time functions and miscellaneous functions



Workshop Facilitator:

CA Arvind Singh Chawla is a Chartered Accountant, Information System Auditor & Company Secretary. He is a leading practitioner in the area of Service Tax within the states like M. P, Maharashtra, Rajasthan and Gujarat. He is a member and counsel to local trade; Chairperson of Service Tax Payers Association and member (Service tax) of Help Center established by Ministry of Finance. Mr. Chawla is a thoroughly experienced faculty and has been taking many service tax workshops, IT trainings and institutional lectures. His client's base ranges from malls to builders, event managers to advertisers, telecom companies to banks, engineers to CAs.

Time: 10 AM to 5.00 PM

Venue: Hotel Sayaji

Investment:

IMA Member
(Per Participant)

Rs. 2700/-

Non-IMA Member
(Per Participant)

Rs. 3000/-

Important Note:

- Participants are requested to bring their laptops for effective learning
- IMA can arrange a laptop with additional charges

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