

# Mahratta Chamber of Commerce, Industries And Agriculture

SME Committee organizes a Two-Day Workshop on

## MULTIPLY YOUR SKILLS UNDER MS-EXCEL

*For those who wish to effectively make use by using MS Excel*

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25<sup>rd</sup> & 26<sup>th</sup> February 2010, 10.00 a.m. to 06.00 p.m. ( Registration : 9.30 a.m. )  
MCCIA, Senapati Bapat Road, Pune

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### About the Program

The beauty of Excel lies in its ability to simplify various tasks like filling out the ledger sheets, calculating and recalculating totals, applying formulae and get desired results, redesigning sheets to add or delete columns or rows and so on. However, the true power lies much beyond this. Therefore, this Workshop will provide you the opportunity to understand this power and apply in your day-to-day work. Demonstration will be on MS Office 2003 version.

**A two day exhaustive workshop is being organized on demand** by the participants who had attended the same program in October 2009. The **first day** will cover brushing up the Basics, Formatting Techniques, Use of Formula Functions, Working with Charts and Graphs, Using Data Command etc. The **second day** will cover Advanced Data Functions, Using Pivot Tables, other Advanced Options, Working with Multiple Workbooks, Using Workbook Protection etc.

### Note :

- (1) The participants are requested to bring their own laptop for better understanding and practical experience. A power connection will be provided. The participants may also bring with them live data pertaining to their organization so that these can be studied during the workshop as to how it can be worked out with better solutions.
- (2) Participants are advised, in their own interest, to attend the workshop both days, however, they may opt for a single day based on their personal requirements.

### Program Coverage

Kindly go through the attachment for detailed coverage of the workshop.

### Faculty

Mr. Satish Hulyalkar has rich and vast experience over 35 years in every aspect of business. He has worked in the field of manufacturing, planning and control, sales and service, marketing, finance and training. Mr. Hulyalkar's present activities and focus is on the efficient use of Internet and Communication Technologies (ICTs) for improving office productivity. He has conducted training programs in various

organizations including large corporates, IT and BPO sectors, SMB and Professionals. He has presented papers at National and International level and brought out e-books on effective use of MS Office components namely Word, Excel and Power Point as a self-training aid for users. Mr. Hulyalkar has conducted several workshops on MCCIA platform and all workshops were well received by the participants and were immensely benefited.

## **Fees**

[ **Per participant inclusive of Lunch, Tea & Course Material** ]

- For MCCIA Member : Rs.1,500/- per day OR Rs. 2,500 for both days;
- For Other : Rs.1,800 per day or Rs. 3,000 for both days
- Discount @ 10% will be allowed to 3 or more participants from the same organization.
- Participants are requested/advised to attend both days, however, they can opt of a single day based on their learning requirements.
- **Seats are limited. Admission on First-Cum-First-Serve basis.**

## **Registration Procedure**

- Send an e-mail mentioning Name of the Organization and Participant/s, Contact Details followed by the Cheque towards participation fee drawn in favour of “Maharatta Chamber of Commerce, Industries and Agriculture”, payable at Pune.
- For any query, please contact Mr. Chandrashekhar Pathak, MCCIA on Tel. : (020) 2570 9181 /9000 or E-mail to [shekharp@mcciapune.com](mailto:shekharp@mcciapune.com).

## **Venue**

Hall No. 2, Hall, MCCIA Trade Tower, “A” Wing, ICC Complex, Senapati Bapat Road, Pune – 411 016. Tel. : 020 – 2570 9000

*This is an Awareness Program organized in the Public Interest*

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