Office of the Development Commissioner
(Micro, Small & Medium Enterprises)
Nirman Bhawan, New Delhi
Admn (P&T) Division

Subject: - Training Programme for the MSME-DO officers/ officials.

Following training programme is being organised by MSME-TDC (PPDC), Meerut as per schedule given below;

S.	Training Programme	Venue	Schedule
1.	Advance Excel	Meerut	Two batches of one week duration scheduled to be held during Sep-Oct' 2017.

2. The modules of the said training will emphasis on advance Excel techniques and will be beneficial for the learners to solve the day to day accounting, data base and MIS problems

3. It is requested to kindly nominate the suitable officer for the said training programmes to this division latest by **13.09.2017**.

Encl: Programme details.

(R.C. Tully)
Director, Admn

1. All Director(s) & I/C's – MSME-DIs/ TCs/ Br. MSME-DIs/ TIs.
2. All Divisions/ Sections, Hqrs. office.
3. SENET Div. – to upload the same on the website.

DC(MSME) I.D. No. A-33012/1/2016-A(P&T) dated 07.09.2017

Programme Title	:	**Advance Excel**
Duration	:	**5 days**
No. of Seats	:	**20**
Mode	:	**Residential (on twin sharing basis)**
Objective	:	To train MSME-DO officers to make them aware of Advance Excel. MSME-DO officers are providing technical guidance to SMEs and knowledge added during the training programme would be beneficial for them to solve the problems related to accounting , database & MIS. Thereafter MSME-DO officers would be able to organize such training programme for local young youth.

Programme Curriculum:

Sr. No.	Title
1.	**Design and Risk-** **Unit 1.1 - Templates** Get a head start with templates • Set up an Excel template that will save you an hour each time you create a new workbook • Create new default workbook and worksheet templates • Learn how modular templates can make your spreadsheets more consistent and much quicker to set up • Your Excel, your way: customize the Excel interface to put the tools that you need at your fingertips **Unit 1.2 - Efficiency and Risk** Make spreadsheets more efficient and less risky • How to build in checks and controls from the outset • Key techniques that reduce risk and increase automation and efficiency • Introduce standards to help your team • Documentation and review tools **Unit 1.3 - Data Validation** Extended uses of Data Validation • Working with validation formulae • Lists and lists that depend on other list selections • Other methods of tracking down invalid entries

2.	**Advanced Techniques:** **Unit 2.1 - Functions and Super Powers** Functions with super powers • Finding the right functions and how they work • Functions with hidden powers – MOD() for patterns, OFFSET() for simple choices, INDIRECT() to manipulate formulae • Making references to ranges of cells adapt automatically for new data **Unit 2.2 - Array Formulae** Array formulae • One formula, one million calculations • SUMPRODUCT() - all the gain of an array formula with less of the pain **Unit 2.3 - Tables** Tables – structure comes to Excel • Why Tables are so much more than just a new format • Make your spreadsheets more automatic with a single command • Table formulae – instant readability • Data tools in Tables • It's not all good **Unit 2.4 - Advanced Range Names** Advanced Range Names • Use the same name on different sheets • Using the Name Manager • Names in formulae – efficient inclusion of Names, the use of intersections • Formulae in Names – how to allocate a formula directly to a Range Name and why you might need to **Unit 2.5 - What If?** Using Excel to help you make decisions • Use Goal Seek to find where you need to start to get where you need to go • Use an Excel Data Table to calculate dozens of possible outcomes • Create and manage alternative scenarios • Make more profit or incur less expense by using Excel Solver to identify the best solution **Unit 2.6 - Problem Solving** Problem solving • Calculations that make decisions – understanding TRUE ad FALSE • What Boolean Logic is and why it's useful in practice • combining logic and arrays to solve complex problems • Practical examples
3.	**Excel Interactivity** **Unit 3.1 - Form Controls** Use Form controls to make life easier for users • Use a Spin Button to choose a value easily • Use an Option Button to choose with a single click • Choosing from lists **Unit 3.2 - Visual Basic and Macros** Create macros by writing Visual Basic code • A macro that performs one or more actions on selected cells • Write your own Excel functions with VB code • Understanding volatile functions • Trigger a macro when a particular cell is changed • Handling errors elegantly

4.	**Spreadsheet Impact** **Unit 4.1 - Practical Interactivity with VBA** Exchanging information with VB code • Displaying a Message box • Asking for user input using an Input box • Create an Excel form with a List box containing values from a range of cells • Sample VB projects: an automatic index to sheets, printing selected ranges • Avoiding macros when they're not really necessary **Unit 4.2 - Conditional Formatting** Conditional Formatting – beyond simple Conditional Formats • Basing conditions on a formula and deciding whether a batsman is out or not • Choose currency symbols for a whole sheet by changing a single cell • Getting your rules in the right order and knowing when to stop • Graphical Conditional Formats – the detailed options • Using invisibility to your advantage **Unit 4.3 - Charts that Inspire** Create charts to inspire • What makes a good chart – is it really a 6.5 cucumbers? • Simple steps to make your charts clearer • Why small can be better than large • Are pie charts evil? • Why 3D charts can be 50% worse • Mixed chart types, trendlines and projections • Advanced chart techniques: break-even lines and waterfall charts • Pictures in chart columns **Unit 4.4 - Spark lines** In-cell charts – showing 12 times as much information in the same amount of space • Careful with that Axis • The different types of Spark line: lines, columns and win loss • Spark lines based on a dynamic data range **Unit 4.5 - Graphics Tricks and Techniques** Further graphics tips and techniques • Taking dynamic pictures with the Excel camera • Use the Excel camera to combine areas from multiple sheets on the same sheet of paper • Formatting Excel Camera pictures • Power View – using the Excel 2013 data visualization add-in including plotting values on maps and 'playing' bubble charts
5.	**Turning Data into Decisions** **Unit 5.1 - Working with External Data** Getting at your data using the Get External Data tools • Understand relational databases in 10 minutes and liberate your data • Excel 2013 Data Model create relationships within Excel **Unit 5.2 - Advanced Uses of PivotTables** Use advanced PivotTable techniques to do more with your data • Calculated Fields and Calculated items • Using PivotTables as the calculation engine behind management reports • Using GETPIVOTDATA() and CUBE formulae to

	create flexible reports • Excel 2010 and 2013 Slicers and Timelines - make your PivotTables more interactive • Working with Pivot Charts • Building and interactive dashboard using PivotTables and Slicers **Unit 5.3 - Power Pivot** The Excel 2010 and 2013 Power Pivot add-in • Power Pivot data tools • Calculations in Power Pivot – an introduction to Data Analysis Expressions (DAX) • DAX in table columns • DAX to create new measures and calculated fields • Understanding advanced DAX expressions – functions that combine calculations and database techniques • the Time Intelligence DAX functions – why you need a table containing all possible dates **Unit 5.4 - Reporting with Power Pivot** Creating powerful reports with Power Pivot • Hierarchies, Perspectives and Sets • Adding Key Performance Indicators (KPIs) to a Power Pivot report • Creating CUBE formulae to report on your data in just the way you want to • Use all these techniques to turn millions of rows of data into a dashboard that supports better decisions

Programme Fees : **Rs. 20,000/- per candidate**
(including stay & food during training
programme)

No. of trainees : **20X2 batches = 40**

Total Fees : **Rs. 8, 00,000/-**