



MADRAS MANAGEMENT  
ASSOCIATION

Presents

One Day Hands-on Workshop

# Advanced Excel

Date : Wednesday, 11th September 2024

Time : 10:00 AM - 5:30 PM

Venue : Madras Management Center, Chennai

This workshop aims to equip participants with advanced Excel skills essential for 2024 and beyond.

## Session 1: Advanced Formulas and New Features (New Features & Formulas in Excel)

- Introduction to the latest features in Excel (e.g., XLOOKUP, FILTER, SORT).
- Utilizing dynamic arrays for enhanced data manipulation.
- Exploring new chart types and data visualization tools.
- Data Cleaning and Formula Minimization

## **Session 2: Data Cleaning Techniques using Power Query (Data Cleaning and Formula Minimization)**

- Leveraging built-in Excel tools: PivotTables, Power Query, and Flash Fill.
- Simplifying complex formulas with helper columns and structured references.

## **Session 3: Introduction to Task Automation & Advanced Visualizations (Task Automation and Optimized Reporting)**

- Automation of repetitive task using using Power Query
- Reshaping Data using power Query
- Creating dynamic dashboards and reports.
- Automating repetitive process for MIS and Data analytics using Power Query.

- \* Interactive lectures with real-world examples
- \* Hands-on exercises with guided support
- \* Group activities and collaborative problem-solving
- \* Live demonstrations of advanced techniques

\*Intermediate to advanced Excel users looking to enhance their skills in data management, formula optimization, and task automation.

- Mastery of advanced formulas and their applications.
- Familiarity with new features and tools in Excel.
- Proficiency in data cleaning and preparation.
- Techniques to minimize the use of complex formulas.
- Skills to automate repetitive tasks and build optimized reports.
- Practical experience through hands-on exercises and real-world scenarios



SHIJU PM  
DIGITAL TECHNOLOGY  
SPECIALIST

- Mr. Shiju has trained over 2000 professionals, 5000+ students, and teachers in the USA, India & Middle East. He has conducted various training on data and Digital technologies in various associations, academic institutions and gives digital transformation consulting to SME's, he served as principal consultant at UNIFO solutions in the supply chain domain, it head at Hitachi, business solutions specialists in IPP technology Australia, business consultant in Aurionpro

**Rs. 2800 + 18 % GST**  
for non-MMA members  
**Rs. 2200 + 18 % GST fee**  
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Early bird 5% for  
nominations received with  
participation fee on or  
before 06th Sep 2024

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