

Our other
Management Development Programmes

Sl. No.	Programme Title	Dates
1.	Leveraging Social Media for Business Intelligence	April 23, 2018
2.	Advanced Management Programme	May 7-9, 2018
3.	Geopolitical Risk and Business Preparedness	May 24, 25, 2018
4.	Data Summarization and Presentation for Non-Technical Executives	May 28-29, 2018
5.	Effective Purchasing Skills & Strategic Sourcing	June 4-5, 2018
6.	Training of Trainers	June 11-13, 2018
7.	Quality Analytics	July 16-17, 2018
8.	HR Analytics	July 23-24, 2018
9.	Advanced Excel Training	July 26-27, 2018
10.	Developing an Intrapreneurial Mindset for Effective Leadership	July 30-31, 2018
11.	Finance for Non-Finance Executives	August 6-7, 2018
12.	Data Analytics for Expanding Markets	August 9-10, 2018
13.	Effective Communication for Women in the Workplace	August 20-21, 2018
14.	Decision Making Techniques for Managers	August 30-31, 2018
15.	Effective Negotiation Skills	September 4-6, 2018
16.	Hands on Workshop on Microsoft Excel Macros-2016	September 7, 2018
17.	Project Management	September 10-11, 2018
18.	Financial Management for Public Sector Enterprises	September 12-14, 2018
19.	Effective Communication and Presentation Skills	September 17-18, 2018
20.	Enhancing Personal Branding-Building Your Pathway to Professional Success	October 8-9, 2018
21.	Emerging Trends in Performance Management	October 10-12, 2018
22.	A Handshake with Disruptive Digital Technologies	October 15-16, 2018
23.	Crisis Communication	October 25-26, 2018
24.	Executing Strategies in World of Constant Disruptions	October 29-30, 2018
25.	Coaching & Mentoring for Personal and Professional Success	November 1-2, 2018
26.	Business Environment in the Middle East and Africa	November 15-16, 2018
27.	A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance	November 19-20, 2018
28.	Making the Supply Chain Responsive	November 21-22, 2018
29.	Retirement Planning for Seeking Financial Freedom	November 26-27, 2018
30.	Nurturing the 5th Dimension of Leadership	November 29-30, 2018
31.	Managerial Leadership and Team Building	December 3-4, 2018
32.	Enhancing Assertiveness and Positive Attitude	December 10-11, 2018
33.	Creating Winning Sales Teams	December 17-18, 2018
34.	Digital Communication	January 10-11, 2019
35.	Enterprise Risk Management for Creating Risk Intelligent Organisation	January 14-15, 2019
36.	Strategic CSR: From Agenda Building to Impact Measurement	January 17-18, 2019
37.	Foreign Exchange Risk Management	February 4-5, 2019
38.	The New Indian Consumer: Winning Concepts and Practices	February 21-22, 2019
39.	Pricing and Application of Financial Derivatives	February 27-28, 2019

ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a non-profit organisation, with a mission "To achieve and sustain Leadership in Management Education, Research, Consultancy and Development".

Programmes and Accreditations:

- The PGDM, PGDM (IB) & PGDM (Finance) courses at FORE are AICTE (All India Council for Technical Education) approved and accredited by National Board of Accreditation (NBA)
- The PGDM courses are equivalent to MBA. Equivalence permission is granted by Association of Indian Universities (AIU)
- FORE has been awarded "SAQS Accreditation" by Association of Management Development Institutions in South Asia (AMDISA)
- FORE has set up a state-of-the-art Studio at its Campus to conduct Online Executive Education Programmes for Working Professionals and has been successfully conducting variety of such online certification courses

Eminent academicians with many years of experience and experts from industry, recognized nationally and internationally, constitute faculty at FORE. FORE has in-house training facilitators in the field of Communication, OB & HR, Finance, Operations, Marketing, IT, International Business and Strategic Decision Making.

With a sharp focus on Management Education, Executive Education Programmes/MDPs, Consulting and Research, FORE stands amongst the Top Business Schools in the country.

FORE conducts MDPs to equip managers with knowledge, skills and attitudes required for effectively responding to global developments and competitive requirements. Our MDPs are designed with an appropriate blend of conceptual and experiential learning. Apart from open programmes, FORE conducts customized In-Company Programmes tailored to suit organisation's needs on topics/areas specifically required by an organisation. These Management Development Programmes (MDPs) are either custom-designed to suit client requirements or are offered by faculty on a specific theme to meet various client needs.

For any other information, please contact:

Executive Education Office

FORE School of Management

Adhitam Kendra

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Management Development Programme
on
**Hands-on Workshop on
Microsoft Excel Macros-2016**

September 7, 2018

FORE Campus, New Delhi

Programme Director:
Prof. Somayya Madakam



Imparting Knowledge for Exploring New Horizons



DESIGNED BY: ALPS PRINTERS



**FORE School of Management
New Delhi**

Introduction

Microsoft Excel macro is a useful tool in the hands of Excel users. A macro is a piece of computer code, that is written for Excel, using the Visual Basic for Applications (VBA) programming language. Macros are of a great help to reduce the time and efforts of the users to a great extent. A macro is a stored series of commands and functions that enables you to carry out your routine chores faster. That means a macro will be the fastest human assistant and more accurate. By reducing the number of keystrokes required to perform common commands, macros speed up your production and reduce the time you have to spend.

Objectives

This Microsoft excel macros training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, conveniently, quickly using various Excel macros.
- Designing and writing their own macros
- Organizing and analyzing large volumes of organizational data and creating MIS reports, along with Graphs or Charts
- Expertise in office processional works without writing programming

Contents

- Introduction to basic excel operations
- Theory: Defining Macros, Concepts, Principles, Advantages
- Writing excel Macros without programming
- Sorting and Clearing the cell contents in different locations within Spreadsheets
- Creating Graphs or Charts with the help of Macros
- Printing reports using Macros
- Discussions misuse of Macros
- Introduction to VBA
- Detailed talk on VBA Macros

Methodology

This course introduces Microsoft Excel macros. This one-day training will give you a rich experience to practical application on Microsoft Excel macro-2016 with detailed insights to organizational cases. The enough theory explanation and then followed by hand on experience to the all participants. Lab exercise will be done.

Who Should Attend

This course is aimed at Data Entry Operators, Executives and Managers who have already been using Microsoft Excel, but now feel the need for learning more powerful features and options of Excel, to manage their worksheet-related tasks more efficiently. Moreover, helpful to those are interested and need to perform more complex functions, and who would like to start recording basic macros. Main target audience are data entry operators, low level managers and researchers.

Duration & Venue

Dates: September 7, 2018

Venue: FORE School of Management, B-18, Qutub Institutional Area, New Delhi 110016

Fee

Non-residential: Rs. 8,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

Residential: Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutab Residency, New Delhi or equivalent from **noon of September 6, 2018 till noon of September 8, 2018.**

Discounts

- Early bird discount of Rs. 1,200 per participant for nominations received on or before August 28, 2018.
- One complimentary nomination on non-residential basis for every group of three nominations from the same organization, i.e., 3+1 participants for the fee of 3 participants.

Fee is payable in advance by way of Local Cheque / DD in favor of “FORE School of Management” payable at New Delhi. You can also make online payment of fees by logging on to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html

Registration

The registration form duly filled in along with the Programme fee should reach us at least 7 days before the commencement date of the Programme. You can also register & pay online by logging on to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed. However, substitute(s) may be permitted with prior intimation.

Certificate of Participation

The Institute issues a certificate of participation on conclusion of the programme.

Faculty

The faculty members of the Institute will take the programme sessions, except for a few sessions that may be taken by guest speakers.

Programme Director

Prof. Somayya Madakam submitted his doctoral thesis on “Internet of Things (IoT) Technologies in Smart Cities: An Exploratory Study in India” to the National Institute of Industrial Engineering (NITIE), Mumbai. He completed his both MBA (IT & HR) and B. Tech (Computer Science & Engineering) from Andhra University, Visakhapatnam. He also Qualified UGC-Junior Research Fellowship and Lectureship. He worked as a Systems Analyst-cum-Programmer in Tata Institute of Social Sciences (TISS), Mumbai around six years. He presented his academic research work in both Inter/national conferences including at Bangkok, Dubai, Alicante (Spain), Fairfax (USA) and Porto (Portugal). He also published more than 20 academic research articles together with conference proceedings, in journals, as book chapters and as posters. His research interest areas include Internet of Things, Smart Cities, Quality of Life, Big Data Analytics, Information Security and Qualitative Research. He is upcoming evangelist on “The New Language of Publications”. He can be reached at: <somayya@fsm.ac.in>.

FORE School of Management
Management Development Programme

Hands-on Workshop on Microsoft Excel Macros-2016

September 7, 2018
Registration Form

Name: _____

Designation: _____

Organisation: _____

Office Address: _____

Phone: Office _____

Mobile: _____

Email: _____

Fax: _____

Your expectations from the Programme: _____

Residential / Non Residential _____

Payment Options

Online Payment

Programme fees can be paid through credit / debit card / net banking. Please logon to FORE website http://www.fsm.ac.in/exe_openmdpcalendar20182019.html for online registration and payment.

Offline Payment

Programme fees can be paid through Local Cheque / DD
If attached please give details

Local cheque / DD No. _____ Date _____ Amount _____

Signature

(Please return the completed form by post
or email: exed@fsm.ac.in, to:

Executive Education Office
FORE School of Management
B-18, Qutub Institutional Area
New Delhi 110 016

Note: Please feel free to make copies of this form for additional registrations.