

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.	Project Management	September 10-11, 2018
17.	Financial Management for Public Sector Enterprises	September 12-14, 2018
18.	Effective Communication and Presentation Skills	September 17-18, 2018
19.	Enhancing Personal Branding-Building Your Pathway to Professional Success	October 8-9, 2018
20.	Emerging Trends in Performance Management	October 10-12, 2018
21.	A Handshake with Disruptive Digital Technologies	October 15-16, 2018
22.	Crisis Communication	October 25-26, 2018
23.	Executing Strategies in World of Constant Disruptions	October 29-30, 2018
24.	Coaching & Mentoring for Personal and Professional Success	November 1-2, 2018
25.	Business Environment in the Middle East and Africa	November 15-16, 2018
26.	A Consultants Tool-Kit for Solving Strategic Problems & Enhancing Business Performance	November 19-20, 2018
27.	Making the Supply Chain Responsive	November 21-22, 2018
28.	Retirement Planning for Seeking Financial Freedom	November 26-27, 2018
29.	Nurturing the 5th Dimension of Leadership	November 29-30, 2018
30.	Managerial Leadership and Team Building	December 3-4, 2018
31.	Enhancing Assertiveness and Positive Attitude	December 10-11, 2018
32.	Creating Winning Sales Teams	December 17-18, 2018
33.	Digital Communication	January 10-11, 2019
34.	Enterprise Risk Management for Creating Risk Intelligent Organisation	January 14-15, 2019
35.	Strategic CSR: From Agenda Building to Impact Measurement	January 17-18, 2019
36.	Foreign Exchange Risk Management	February 4-5, 2019
37.	The New Indian Consumer: Winning Concepts and Practices	February 21-22, 2019
38.	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) 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 is rated as A\*\*\* by CRISIL in Delhi-NCR region and A\*\* on national level
- 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.

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For any other information, please contact:

**Executive Education Office**

**FORE School of Management**

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DESIGNED BY: ALPS PRINTERS

Management Development Programme

on

**Advanced Excel Training**

**July 26-27, 2018**

**FORE Campus, New Delhi**

Programme Director:

**Prof. Sumeet Kaur**



**Imparting Knowledge for Exploring New Horizons**



**FORE School of Management  
New Delhi**

## Introduction

For many people, **Microsoft Excel** is the technology upon which they rely on a daily basis, covering a multitude of workplace applications. Ms-Excel has grown to become undeniably the most powerful tool in organizations around the world. It is used to optimize data and statistics for further analysis so as to aid decision making across all the management levels. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business such as Operations, HR, Marketing, Finance. It is vital for most office based professionals today.

Excel training courses reveal a lot of nut and bolts, tricks and short cuts, professionals can quickly find ways to apply the knowledge to make tasks in their current jobs simpler, efficient and effective.

One can benefit from this program to use Ms Excel to access, process, analyze, share, and display the information with which you work.

## Objectives

This Excel 2016 advanced training course, is much more than a quick way to add up numbers. Once you learn about all of the innovative applications in this Advance Excel training course, you will find new ways to track critical tasks. By the conclusion of this advance course, you will master the advanced features and functions of this software.

## Contents

Microsoft Excel 2016 Advanced

1. Essential worksheets operations
2. Working with cells and ranges
3. Introducing Tables
4. Removing Duplicate Rows
5. Sorting & Filtering Tables
6. Filtering tables with slicers
7. Creating Subtotals
8. Understanding data with conditional formatting Charts
9. Introducing Formulas and Functions
10. Text Function & Date Function
11. The IF Function: what it is, and how to use it
12. COUNTIF, COUNTIFS, COUNTA COUNTBLANK Function
13. SUMIF, AVERAGEIF, SUMIFS, AVERAGEIFS Function
14. Introducing array formulas
15. Vlookup, Hlookup
16. Match function
17. Index function
18. What If Analysis
19. Text to table

## Methodology

100% hands on

## Who Should Attend

All analysts, decision makers and managers who would like to improve the ability of using Excel for taking decision under uncertainty.

## Duration & Venue

**Dates:** July 26-27, 2018

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

## Fee

**Non-residential:** Rs. 16,000 per participant (plus GST @18%) covering professional fee, programme kit and tea/lunch.

**Residential:** Rs. 28,000 per participant (plus GST @18%) covering professional fee, programme kit and boarding and lodging (air conditioned single room) at Hotel Residency Resorts (P) Ltd./Qutub Residency, New Delhi or equivalent from **noon of July 25, 2018 till noon of July 28, 2018.**

## Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before July 16, 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](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](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. Sumeet Kaur**, Associate Professor, FORE is Ph.D., M Phil, M.Sc (Gold Medalist). She has over 13 years work experience. She has organized workshops on Decision Sciences and its management applications like business research methods, advanced excel techniques for managers of public and private sector organizations. She has also conducted MDPs on topics like applications of qualitative techniques in competence mapping, simulation techniques and assignment problems. She has also been involved in case development with Maruti True Value, Blind People Association, Indraprastha Apollo Hospitals etc. She has research and consulting interests in Reliability and Life testing, Business Forecasting, Managerial Decision Making, Quantitative Techniques in Advanced Marketing Research, Multistage Sampling Methods, etc. She teaches courses on Business Statistics, Quantitative Techniques and Advanced Statistical Methods. She can be reached at <skaur@fsm.ac.in>.

**FORE School of Management**  
Management Development Programme

## Advanced Excel Training

**July 26-27, 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](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](mailto: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.*