

Our other Management Development Programmes

| Sl. No. | Programme Title | Dates |
|---------|---|-----------------------|
| 1. | New-Age Business Models and Dynamics of Value Configuration | April 29, 2020 |
| 2. | Effective Purchasing Skills and Strategic Sourcing | May 21-22, 2020 |
| 3. | Storytelling as a Creative Leadership Strategy | June 11-12, 2020 |
| 4. | Data Analytics and Visualization using Python | June 15-16, 2020 |
| 5. | IT & Cyber Security Awareness Program for Senior Executives | June 26, 2020 |
| 6. | Advanced Excel Training | June 29-30, 2020 |
| 7. | Data Analytics for Expanding Markets | July 2-3, 2020 |
| 8. | Developing an Intrapreneurial Mindset for Effective Leadership | July 9-10, 2020 |
| 9. | Operational Excellence for Healthcare Professional | July 16-17, 2020 |
| 10. | People Analytics | July 23-24, 2020 |
| 11. | Marketing Analytics | July 28-29, 2020 |
| 12. | Business Communication on Digital Channels-A Design Thinking Approach | August 5-7, 2020 |
| 13. | Machine Learning and Deep Learning using Python | August 20-21, 2020 |
| 14. | Finance for Women Executives and Women Entrepreneurs | August 27-28, 2020 |
| 15. | Decision Making Techniques for Managers | September 3-4, 2020 |
| 16. | Effective Communication and Presentation Skills | September 10-11, 2020 |
| 17. | Effective Negotiation Skills | September 16-18, 2020 |
| 18. | Retirement Planning for Middle Level and Senior Executives | September 24-25, 2020 |
| 19. | Manufacturing Competitiveness through Operational Excellence | September 28-29, 2020 |
| 20. | Nurturing the 5th Dimension of Leadership | October 8-9, 2020 |
| 21. | Project Management | October 15-16, 2020 |
| 22. | Workshop on Machine Learning | October 29, 2020 |
| 23. | Strategic CSR: From Agenda Building to Impact Measurement | November 25-26, 2020 |
| 24. | Managerial Leadership and Team Building | November 26-27, 2020 |
| 25. | A consultant's tool-kit for solving strategic problems and enhancing business performance | December 2-3, 2020 |
| 26. | Analytics Strategy and Execution of Business Transformation | December 10-11, 2020 |
| 27. | Enhancing Assertiveness & Positive Attitude | December 14-15, 2020 |
| 28. | Digital Communication | January 5, 2021 |
| 29. | Advanced Excel and Data Visualization Training | January 8, 2021 |
| 30. | ISO 27001:2013 Lead Implementer Course | January 11-12, 2021 |
| 31. | Design Thinking for Strategic Problem Solving and Value Creation | January 22, 2021 |
| 32. | Enterprise Risk Management | January 28-29, 2021 |
| 33. | Financial Frauds and Accounting Analytics | March 4-5, 2021 |

ABOUT THE INSTITUTE

FORE School of Management (FORE) has been established by the Foundation for Organisational Research and Education, a nonprofit the 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)
- There are other courses as 15 months PGDM Executive and FPM, both are AICTE approved.
- FORE has been awarded “SAQS Accreditation” by Association of Management Development Institutions in South Asia (AMDISA) for five years with effect from December 2017.
- 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 a variety of such online certification courses

The delivery of quality depends on the excellent trainer, which is FORE's backbone. The core 44 trainers are a dynamic mix of academicians and industry experts, with some transcending both domains. More than 70% percent have corporate experience and more than 90% have a Ph.D. from IITs, IIMs, JNU, FMS, MDI-Gurgaon or a foreign university. FORE has strong 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.

For any other information, please contact:

Executive Education Office

FORE School of Management

Adhitam Kendra

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Management Development Programme
on

Advanced Excel Training

June 29-30, 2020

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. **You can use Excel** to access, process, analyze, share, and display the information with which you work. Applications for Microsoft Excel have expanded far beyond the accounting and finance departments, to include users in virtually every aspect of business operations.

Objectives

This Excel 2016 advanced training course, is much more than a quick way to add up numbers. In this course you will learn advanced features. 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
11. Date & Time Function
12. The IF Function: what it is, and how to use it
13. COUNTIF, COUNTIFS, COUNTA COUNTBLANK Function
14. SUMIF, AVERAGEIF, SUMIFS, AVERAGEIFS Function
15. Introducing array formulas
16. Vlookup, Hlookup
17. Match function
18. Index function
19. Goal Seek
20. Using Solver
21. Tracking and Reviewing Changes
22. 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: June 29-30, 2020

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./Qutab Residency, New Delhi or equivalent from **noon of June 28, 2020 till noon of July 1, 2020.**

Discounts

- Early bird discount of Rs. 2,400 per participant for nominations received on or before June 19, 2020.
- 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://fioh.fsm.ac.in/mdp_payment/

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://fioh.fsm.ac.in/mdp_payment/. 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.

Faculty Profile

Prof. Sumeet Kaur

Prof. Sumeet Kaur: Associate Professor, FORE is Ph.D, M Phil, M.Sc (Gold Medalist). She has over 14 years work experience. She has conducted Management Development Programs on topics like applications of qualitative techniques in competence mapping, simulation techniques and assignment problems, operations excellence, supply chain management, advanced excel techniques for managers of public and private sector. She has also conducted Faculty Development Program on topics like SPSS and Research Methods, Multivariate Data Analysis, Machine Learning and Analytics using R. She has also been involved in case development with Maruti True Value, Blind People Association, Indraprastha Apollo Hospitals which are published in European Case Clearing House (ECCH). She teaches courses on Business Statistics, Business Analytics, Multivariate Data Analysis and Advance Business Statistics in Big Data associated with University of California, Riverside. She can be reached at <skaur@fsm.ac.in>.

FORE School of Management

Management Development Programme

Advanced Excel Training

June 29-30, 2020

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://fioh.fsm.ac.in/mdp_payment/ 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.