



# Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon (MS)

## Certificate Course in Microsoft Excel & PowerPoint Presentations

25-28 March 2019

(09.00 am to 05.00 pm)

(Job Oriented Value Added Course)

Microsoft Excel spreadsheet application has become an inevitable part of most business organizations across the world. MS Excel is used for umpteen reasons by business establishments. Organizations apply it for tend analysis, employment needs, budget / expense gaps, HR track records, Tax / ROI / Customer footfalls calculations, Quality testing, Sales trends, and other business data.

Job Portal	*Number of Jobs with skills	
	MS Excel	MS PowerPoint
Naukri	30,600+	11,650+
TimesJobs	23,780+	8,250+
Indeed	21,500+	5,600+

\*Status as on 11 Mar 2019

PowerPoint makes it easy to instill, piece, and project your ideas in dynamic, visually persuasive ways. Microsoft PowerPoint is designed to help you tell your story in a very creative manner. Many professionals even now stick to those old black bullets, default blue graphs and big bulky paragraphs that no one wishes to see. In the era of dynamic visual business transactions, such dead PowerPoint remains *a file* not *“a presentation”*.

This tabular summary of various job portals is an evidence that thousands of employers need brains skilled with MS Excel & PowerPoint expertise.

### Features of this Course

- Workshop offers hands on practice to learners
- Industry case studies on Excel to understand utility and applications of tools / features
- Industry presentations to know level of presentations expected from working professionals
- Workshop at University campus, thereby reducing participants' inconvenience of travel
- University Certifications** issued post training helps during placement / employment




### Who should participate?

- Employers
- Employees
- Managers
- Finance Professionals
- Engineering / Science graduates
- Human Resource Personnel
- Marketing / Sales professionals
- Operations / Quality / Inventory Management people
- Teachers / Students / Research Scholars

### Key Benefits

- Post training, any time in future, Participants can raise their Excel / PowerPoint / Word related queries to trainer through email / phone. Trainer will response at the earliest with whatever best possible solutions / alternatives. These are **COMPLEMENTARY** services (No Fees / Investment required by the client / participant)

## Course Objective

-  This is intended towards enriching participants, in the realm of Business Tools including MS Excel, MS PowerPoint and Business Communication. Course content will reveal new doors of hidden methods and techniques to utilize simple tools and increase business acumen via hands on practice.
-  Excel workshop will “Excel” participants to excel in their process data calculations, analysis, automation, report generation etc.
-  PowerPoint workshop will really “Power” presenters to the “Point” they can offer saleable presentations in seconds.

## Course Contents (include...not limited to) (30 hours, 4 days, 8 hours per day)









### MS PowerPoint – Saleable Presentation Skills - (14 hours)

Setting theme of presentation as per audience / topic	Template Creation	Combo Charts, Theme based Charts, Chart Animation
Topic Breaker / Objectives / Conclusive Slide creation	Designer Hyperlink, objects	Export PowerPoint as PDF, MP4 video, Word Handout, Excel link etc.
Standardizing Slide Master / layouts / Multiple Themes	Creating Infographics, 3D diagrams / slides, Double exposure effects	Inserting audio / video, Visual Effects
Quick fixes for Shapes / Objects Alignment	Customized Animated pictures, bullets, shapes, Graphics	Page setup / Footer, Exercises, Shortcut, Sample presentations etc.

### MS Excel – Analytical Skills - (16 hours)

Worksheet structuring, Sheet tab operations	Linking worksheets / workbooks with Hyperlink, Objects etc.	<b>Logical Functions</b> (If / And / Or etc.)
Customized Conditional Formatting	Multilevel Sorting / Advanced filter	<b>Reference Functions</b> (Vlookup Hlookup, Index, Match etc.)
Formatting (Date, Time, Number, Currency etc.)	Page Setup, Header Footer options	<b>Statistical Functions</b> (Countif, Sumif etc.)
Mathematical operations without formula	Dropdown / Data Validation, Formula Auditing	Working on multiple Excel Windows / Files simultaneously
Template development	Pivot table / Pivot charts	Short cut keys, Exercises

## Course Outcome

-  Using advanced functions and formulae in practice and save at least 70% time in calculations
-  Formatting excel sheets in presentable formats for the Top Management
-  Representing database graphically and making it easy to analyze
-  Reducing professional presentation creation time by 50%
-  Standardizing / Rectifying slide appearances with minimal efforts
-  Utilizing audio video tools appropriately to convey the intentions
-  Real time Case Studies, Exercises, Process queries and Presentations.
-  Most appropriate, industry preferred “**Value Added Course**” as per UGC, University Norms



## Workshop Venue

Online Examination Centre,  
First Floor,  
School of Mathematical Sciences,  
Kavayitri Bahinabai Chaudhari North  
Maharashtra University, Jalgaon

## Duration and Fees

Course duration: 25 – 28 March 2019

Last date: 23 March 2019

Fees: ₹ 1,000/- in Cash

## Registration & Admission

**ONLY 30 Seats** on the basis of First cum First serve

Submit online Application Form for registration and to confirm your seat deposit course fee (in cash) by 23 March 2019 at **Online Examination Centre**, School of Mathematical Sciences, KBC NMU, Jalgaon.

## For any Queries, please Contact

**Dr. Sameer Narkhede**  
Mobile: 9371355377

**1 Create Customized Theme of Presentation**

**2 Create Product Infographics for Company**

**3 Topic Breaker / Objectives / Conclusive Slide creation**

**4 Charts, Combo, Theme, Animation**

**5 Create Product Photo Album with Audio Video**

**6 Body Language while handling Criticism**

The image displays three screenshots of job portals. The first screenshot is from naukri.com, showing search results for 'excel' with a highlighted box indicating '1-50 of 30698 Excel Jobs'. The second screenshot is from TIMESJOBS, showing search results for 'Powerpoint' with a highlighted box indicating '8258 Jobs Found'. The third screenshot is also from TIMESJOBS, showing search results for 'excel' with a highlighted box indicating '23781 Jobs Found'. Each screenshot shows a list of job listings with details like company names, job descriptions, and application buttons.