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ABOUT THE TRAINER



Hirdesh Bhardwaj
Founder and Trainer
Webs Jyoti - Development & Training

Hirdesh Bhardwaj, a well known author as well as Founder & CEO of Webs Jyoti Training and development organization in Gurgaon, INDIA. He conducts training on Data Analytics- Excel, VBA Macros, SQL & Power BI covering basic to advanced MS Excel VBA including pivot tables, lookup functions, Joins, RDBMS, Triggers, Automations, logical functions, Procedures & various features available in analytical tools. He has more than **15 years of experience** with a well reputed MNCs where he spend more than 8 hours in a day working with Excel, RDBMS and always try to explore new challenges in corporate to make it absolute for the audience

As an Author, He wrote books on VBA for Excel, Web Designing & PHP MYSQL. One of his Book is Recommended for Reading and Reference By NIELIT - Govt. of India and other universities of India.. Hirdesh started his career in 2007 with NIIT LTD as an IT Trainer Where He taught over 5000+ Students. Besides books, Hirdesh has to published about 250 scripts and tutorials in upcoming years. In November 2009, He founded Webs Jyoti, - Development and Training Organization.

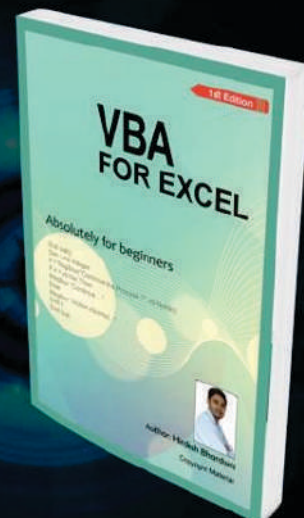
Corporate Training in Advance Excel, Macro Conducted By Hirdesh Bhardwaj: National Security Guard- NSG HQ, Realatic Realtors, India Shelter Finance Corporation, Nestle, Jastech Systems, National Skills Foundation of India, MB Informatics, SAP Lab India, MB Informatics, Alpine India, FIA Global, Pace Academy, Dudhi Industrie, Big Basket, Shreeram, Sigma Consultancy, Tendam, Pine Labs, Rosmerta and many more...



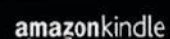
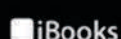
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HIRDESH BHARDWAJ



Available At:



EXCEL INTRODUCTION

1. Basic spreadsheet concepts
2. Various selection techniques
3. Shortcut Keys

CUSTOMIZING EXCEL

1. Customizing the Ribbon
2. Using and Customizing AutoCorrect
3. Changing Excel's Default Options

USING BASIC FUNCTIONS

1. Using Functions - Sum, Average, Max, Min, Count, Counta
2. Absolute, Mixed and Relative Referencing

FORMATTING AND PROOFING

1. Custom Formatting using 0, #, ? @
2. Basic & advance conditional formatting

MATHEMATICAL FUNCTIONS

1. SumIf, SumIfs CountIf, CountIfs
AverageIf

PROTECTING EXCEL

1. File Level Protection
2. Worksheet & Cell Protection

TEXT FUNCTIONS

1. Upper, Lower, Proper
2. Left, Mid, Right
3. Trim, Len,
4. Concatenate Find, Substitute

DATE AND TIME FUNCTIONS

1. Today, Now
2. Day, Month, Year
3. Date, DateDif, DateAdd
4. EOMonth, Weekday

PASTE SPECIAL TECHNIQUES

1. Paste Formulas, Paste Formats
2. Paste Validations
3. Transpose Tables

NEW TOOLS IN EXCEL 2016 & 365

1. New Charts - Tree map & Waterfall
2. Sunburst, Box and whisker Charts
3. Combo Charts - Secondary Axis
4. Adding Slicers Tool in Pivot & Tables
5. Using Power Map and Power View
6. Forecast Sheet
7. Sparklines -Line, Column & Win/ Loss
8. Using 3-D Map
9. New Controls in Pivot Table - Field, Items and Sets
10. Auto complete a data range and list
11. Quick Analysis Tool

Basic & Advance Filters

1. Filtering on Text, Numbers & Colors
2. Sorting Options
3. Advanced Filters on 15-20 different criteria(s)



PRINTING WORKBOOKS

1. Setting Up Print Area
2. Customizing Headers & Footers
3. print Titles –Repeat Rows / Columns

Advanced Excel

WHAT IF ANALYSIS

1. Goal Seek
2. Scenario Analysis
3. Data Tables (PMT Function)
4. Solver Tool

LOGICAL FUNCTIONS

1. If Function
2. How to Fix Errors - iferror
3. Nested If
4. Complex if and or functions

LOOKUP FUNCTIONS

1. VLookup & HLookups
2. Index and Match function
3. Creating Smooth User Interface Using Lookup
4. Nested VLookups
5. Reverse Lookup using Choose Function
6. nth Lookups
7. Lookup using helper column
8. Lookup using indirect function

PIVOT TABLES

1. Creating Simple Pivot Tables
2. Advanced Value Field Setting
3. Classic Pivot table
4. Grouping based on numbers & Dates
5. Calculated Field & Calculated Items
6. Running total, ranking & percentages
7. Difference from calculation
8. Using Slicer tool

ARRAYS FUNCTIONS

1. What are the Array Formulas, Use of the Array Formulas?
2. Basic Examples of Arrays (Using ctrl+shift+enter).
3. Array with if, len and mid functions formulas.
4. Array with Lookup functions.

CHARTS AND SLICERS

1. Various Charts i.e. Bar Charts / Pie Charts / Line Charts
2. Using SLICERS, Filter data with Slicers
3. Manage Primary and Secondary Axis

EXCEL DASHBOARD

1. Planning a Dashboard
2. Adding Tables & Charts to Dashboard
3. Adding Dynamic data to dashboard



VBA Macro

INTRODUCTION TO VBA

1. What Is VBA?
2. What Can You Do with VBA?
3. Recording a Macro
4. Procedure and functions in VBA

VARIABLES IN VBA

1. What is Variables?
2. Using Non-Declared Variables
3. Variable Data Types
4. Using Const variables

MESSAGEBOX AND INPUTBOX FUNCTIONS

1. Customizing Msgboxes and Inputbox
2. Reading Cell Values into Messages

IF AND SELECT STATEMENTS

1. Simple If Statements
2. The Elseif Statements
3. Defining select case statements
4. select case examples
5. nested if vs select case
6. using and | OR function in statements

LOOPING IN VBA

1. Introduction to Loops and its Types
2. The Basic Do and For Loop
3. Exiting from a Loop
4. Advanced Loop Examples
5. Do until loop advanced
6. Offset in a Loop

WORKSHEET, WORKBOOK OPERATIONS

1. Merge Worksheets using Macro
2. Merge multiple excel files into one sheet
3. Split worksheets using VBA filters
4. Worksheet copiers

➤ Interview Preparation

➤ Certification



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Webs Jyoti, established in 2009 - Training and development organization based in Gurgaon NCR. We provide corporate training as well as classroom training for the professional. We work with the businesses and individuals who need MIS, Excel Macro and Data Analytics classes at Flexible timings & affordable pricing. We have conducted 800+ Classrooms and 100+ Corporate Training Successfully. We run weekdays as well as weekend classes at our training institute.



How to Reach Us?



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