

Day & Date	Time	Topic
Monday 23/08/2021 (7 hrs)	9.00 am to 12.30 pm	Pivot tables: <ul style="list-style-type: none"> • Creation of Pivot table • Calculated Field in pivot table • Comparative analysis in Pivot table • Using grouping and ungrouping in pivot tables. • Pivot chart • Difference between regular and pivot chart
	1:00 pm to 4:00pm	Solver function: Scenarios: Data table:
Tuesday 24/08/2021 (7 hrs)	9.00 am to 12.30 pm	Data Management: Sorting, Filtering Data, Data Subtotaling, Grouping & outlining data
	1:00 pm to 4:00pm	Data Validation, Consolidation, Formatting & Conditional formatting
Wednesday 25/08/2021 (7 hrs)	9.00 am to 12.30 pm	Lookup Functions, Mathematical Functions, Text Functions
	1:00 pm to 4:00pm	Database Functions, Date & Time Functions, Financial Functions
Thursday 26/08/2021 (7 hrs)	9.00 am to 12.30 pm	Isblank, Iserr, Iserror, Islogical, Iseven, Isodd, ISNA functions, general functions, macros basics
	1:00 pm to 4:00pm	Naming range, referencing, Formulas auditing
Friday 27/08/2021 (7 hrs)	9.00 am to 12.30 pm	Fill series, Security of Workbook & Worksheet
	1:00 pm to 4:00pm	Analyzing Data with the Analysis ToolPak, Assessment

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Swarth Vidya Sankul" Vishnupuri
Milepost Dabhade, 410507

