



SPRAT's MAJLIS

DIVISION PRESENTS
IMPACTING WORKSHOPS ON
Microsoft EXCEL
For Business and Profession

**DATE:**

Sunday 19 Sept 21

[Please check Seats Availability on
Registration Form]

MODE: ONLINE

[Microsoft Teams' link will be shared
after registration]

LANGUAGE:

English

[Hindi support offered when
needed]

ABOUT the Workshops:

Encouraged by growing demand SPRAT is happy to offer the following twin workshops:

1. – EXCEL Level-II

[Power use of Excel advanced basic tools, for everyday life]

And**2. – EXCEL Level-III**

[Power use of Excel Intermediary tools for effective business / professional use]

Two workshops - stand-alone, as well as packaged together for discount - for powerful personal and professional use.

WHO MAY ATTEND?**Workshop 1/EXCEL Level-II:**

Undergraduates already familiar with elementary / basic Excel, to learn powerful tools of Excel in everyday life

Workshop 2/EXCEL Level-III:

Graduates already familiar with Level-II course, keen to learn powerful tools of Excel intermediate level for effective business and professional use

FACULTY:

President of SPRAT, **Mr. M H Jowher** - a former bank CEO turned Management and IT consultant, and now a full-time Social Activist.

FEE and Discount:

(This fee is in the nature of a Donation.)

- Rs 300 /- per person per workshop. You may register in anyone, or both workshops.
- Rs 50/- per head off for couples, and for a group of 5 or more employees of the same firm, or students of the same institution, for each workshop.
- Rs 50/- per head off per workshop for registration in both the workshops together.
- Gift coupons of Rs.50/- each may be used for each workshop by regular staff of registered NGOs / public trusts [Code GCEB-NGO] and by SPRATians [Code GCEB-SPRT] without other discounts.

REFUND:

If you attend an entire workshop and feel dissatisfied, simply email us expressing the percentage of dissatisfaction and we will refund the proportionate amount paid: no questions asked!

DONATE:

And if you feel happy, please consider making a donation. *After all, we are doing a social service.*

SOCIAL SERVICE

The fee is heavily subsidized because this is a part of SPRAT's social service endeavor to optimize using technology for the nation's rapid development. Here is your chance to fund charity even while learning.

Please SHARE THIS extensively.

DETAILS	Workshop – 1 Excel – Level-II Powerful tools for everyday life	Workshop – 2 Excel – Level-III Effective tools for professional use
Level	Advanced basic	Intermediate
Time and Hours	10:00 AM-12:30 PM [2.5 hours]	3:00 – 5:30 PM [2.5 hours]
Topics to be covered	<ul style="list-style-type: none"> • Important Basics • Data Entry, Validation, Basic Analysis • Date and Time Calculation • Formulae: Referencing, Relative and Absolute • Using and managing Ranges • Exploring Excel Functions • Templates, Display and Printing • Excel Charts – Basic • Conditional Formatting • Tips for Further and Self-learning 	<ul style="list-style-type: none"> • Basic Pivot Table • Outline, Sub-total, Groups • Data: Advanced Sorting, Filtering • Data Querying, Goal seek, Scenario • Customizing Excel Charts • Mail Merge • Some Higher Functions and Formulae • Data Protection, Access Restriction • Basics of Macros • Best Practices and Tips for Power Use
Who should attend?	<ul style="list-style-type: none"> • Data Entry operators, Jr accountant • Businessmen, Entrepreneurs • Non-finance professionals • Home Managers, Budget makers • High school, College students • Primary Teachers • Anyone wishing to analyze any data 	<ul style="list-style-type: none"> • CA's, CS's, Accountants • Officers, Executives, Professionals • Teachers, Researchers, Writers • Entrepreneurs • College / University Students • Engineers, Architects, Bankers • Data analysts, planners
Prior knowledge	Elementary / basic knowledge of Excel	Level II knowledge of MS Excel

FEATURES OF THE WORKSHOPS



- Serious, yet interactive and fun-way of teaching
- Examples of professional use will be emphasized throughout
- Productivity enhancement tools will be illustrated
- Further learning will be inspired and launched
- Post workshop, reference material will be emailed
- Professionally designed e-Certificate will be emailed

APPEAL TO CORPORATES AND FIRMS

SPRAT has been serving the society sincerely for two decades. Post-pandemic resource crunch has hurt us all. Please consider supporting SPRAT through the following ways: [We acknowledge all contributions generously]

- Sponsoring such workshops. This will help subsidize the fee for the poor. A list of Workshops is indicated at [MAJLIS](#) page.
- By making a donation through your CSR - or other philanthropy window.
- You may also gift us your products for construction or office use. We also accept used and usable goods, including industrial metallic scrap. Please [call](#) or write to us for details

PAY AND REGISTER

UPI: To pay from any UPI ID please scan this QR code:	ONLINE BANKING: To pay via banking channel please refer the following:	REGISTRATION: Click here - or Scan the QR Code below								
	<table><tr><td>Bank</td><td>Union Bank of India, Museum Road, Paldi Ahmedabad</td></tr><tr><td>Account and No.</td><td>Special Savings 313202010043204</td></tr><tr><td>Payee</td><td>SPRAT</td></tr><tr><td>IFSC Code</td><td>UBIN0531324</td></tr></table>	Bank	Union Bank of India, Museum Road, Paldi Ahmedabad	Account and No.	Special Savings 313202010043204	Payee	SPRAT	IFSC Code	UBIN0531324	
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ABOUT SPRAT

Towards a Society Civilized by Reason; Empowered by Compassion

SPRAT – Society for Promoting Rationality – has its roots dug deep into reason, science, humanism and constitutionalism. This expands to the following work philosophy:

- Reason, common sense, logic and rationality shape our approach
- Our method is Scientific, systematic and analytical; this fosters the spirit of inquiry and leads to reform
- Humanism indicates our goal, described by fair play, compassion and love - with special focus on the under-served sections of our society
- Rule of law – or constitutionalism – is our guiding light, anvil and bedrock

A staunchly secular, and largely apolitical body, we strive to rid our world of superstition, dogma and blind faith, even as we seek to serve people of all religious and political persuasions without discrimination.

To know even more about SPRAT, [click here](#)

Empowering the Impoverished through Rational Action. Together

ABOUT MAJLIS

MAJLIS is the educational outreach of SPRAT. MAJLIS workshops inform, educate, inspire and yet entertain. Moreover, by focusing implementation of knowledge they influence behaviour and guide for further learning. To know more about other workshops offered by MAJLIS, [click here](#)

CONTACT:

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