Daily 1 Hour Batch = 1 Day   # AINS COMPUTER INSTITUTE, Hadapsar

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- ## Total Tenure = 90 Days / 3 Months / 90 Hours

A) Formulation Part (First 45 Days) -

Sr. No.	Part of Syllabus	No. of Days / Hours with Practical Lectures
A)	**Theory**	
i)	**1) Formula & Functions Basics**	2 Days
	- Difference between Formula & Function - Formula drafting Mechanism without Google or YouTube help in the office - Types of Formula drafting - Formula Typing Methods - General Rules to be followed while you draft any kind of function into the MS – Excel without facing errors. - Formula correction Audit process	
ii)	**2) Introduction to Function Categories**	1 Day
	- Financial – EMI - Logical - Comparative Conditions - Text - Editing of the Text - Date and Time - Time and Motion Study - Lookup & Reference – Find out the related information - Mathematical and Trigonometry – Critical Mathematical calculations within few seconds. - Statistical - Statistical calculations - Information – Data Cleaning - Array - multiple ranges and table calculation of text to numbers	
iii)	**3) Financial Functions -**	1 Day

	- PMT Function and related Loan EMI, Interest and PV calculation	
iv)	**Logical Functions -**	**10 Days**
	Comparative Conditions for decision making in business – IF, AND, OR, AND with OR, NOT, IFNA, TRUE, FALSE, XOR, SWIFT, IFERROR	
v)	**TEXT Functions -**	**2 Days**
	Editing and re construction of the text using – UPPER, LOWER, PROPER, TRIM, DOLLAR, REPLACE, CONCATENATE, SUBSTITUTE, MID, LEN and Flash Fill Function	
vi)	**Date & Time Functions -**	**5 Days**
	- HR Automation for Salary Slips, PF Calculation, Overtime and Appraisal Calculation, Security Cabin In Out Entries using – TODAY, NOW, TEXT, YEARFRAC, DATEDIF, EOMONTH, DAY, WORKDAY.INTL, NETWORKDAYS.INTL, CONVERT, Total Hours, Minute, Seconds and Years, Months and Days Calculation	
vii)	**Lookup & Reference Functions**	**12 Days**
	- Finding out the related data of the given value using – VLOOKUP, HLOOKUP, IFERROR, MATCH, CHOOSE, AREAS, COLUMN, COLUMNS, ROW, ROWS, REVERSE VLOOKUP, INDEX MATCH, CUBE, SQUARE ROOT, SQUARE, LOOKUP APP Development, Double VLOOKUP, Department wise VLOOKUP, Position wise VLOOKUP, XLOOKUP, 5 Years data retention Automation project using INDEX Match combination	
viii)	**Statistical Functions -**	**4 Days**
	- Critical Statistical Calculations using – SUM, AVERAGE, MAX, MIN, MAXA, MINA, COUNT, COUNTA, LARGE, SMALL, ISODD, ISEVEN, SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MINIFS, MAXIFS	

ix)	Array Functions -	3 Days
	- Calculating multiple data ranges and multiple tables with each other (huge data formulation) – SUMPRODUCT, SUMINDEX Combination	
x)	**Chart Creation**	2 Days
	- Creating 4 different types of charts in MS – Excel and doing related analytics – - Column Chart, Bar Chart, Pie Chart and Line Chart	
xi)	**Pivot Table Automation**	3 Days
	Understanding the Analytical use of Pivot table and its benefits using below various Pivot automations – Date and Time Grouping, Calculated Fields, Pivot Slicers, Pivot Charts, Value Field Setting, Show Value as Tool, Attractive Pivot Table Design, Various Pivot Table Combinations	
	Total	**45 Days / 1.5 Month / 45 Hours**

B) MIS & WFM Automation – Next 45 Days

Sr. No.	Part of Syllabus	No. of Days / Hours with Practical Lectures
i)	**Home Menu –**	5 Days
	- **Conditional Formatting –** Coloring Schemes for the selected data as peryour logical conditions to take decisions	
ii)	**Insert Menu -**	5 Days
	- Dashboards and Chart Automation – Creation of Column Chart, Bar Chart, Pie Chart &Line Chart One Click Automation with analytical and professional dashboards.	
iii)	**Data Menu -**	20 Days
	- Hyperlink - Sort - Filter - Advanced Filter - Text To Column - Subtotal - Remove Duplicates - Data Validation - What if Analysis (Data Table, Goal Seek and Scenario Manager)	
iv)	**Review Menu -**	10 Days
	- Overall File Security & Data Protection using – Protect Workbook, Protect Work Sheet, Protect selected data ranges, Protect Selected Image Objects, Encrypt with Password, Entire File Protection, Entire Folder Protection, Making File Read Only, Restricted and Limited Access to Limited Peoples, Tracking un- authorized changes, Mark Workbooks as Final	
v)	**Developer Menu -**	5 Days
	- Basics of Visual Basic for Applications (VBA) programming, Macro Recording, Introduction to VBACoding and related Automation	
	Total	45 Days / 1.5 Month /45 Hours

- **After the completion of the course, a student can be able to –**
- Draft his own formulas and functions without anyone's help in the Office. Even least use of Google or YouTube will there while he/she drafts his own formulas as per management requirements.
- Can do better data analytics
- Can create critical formulation and automation projects for his company.
- Will be confident for his Future MIS /WFM Automation career
- Will be eligible to take admission for VBA (Visual Basic for Applications) Programming.

- **Job Opportunities after the completion of the Course –**
- BPO / KPO / IT - MIS / WFM Sr. Associate, Manufacturing Plant Data Automation Consultant, Service Sector Consultant, Restaurant and Mall Software Consultant.