



The Institute of  
**Internal Auditors**  
India, Bombay Chapter



# *Excel using MS Excel*

**Exclusive training organised by IIA Bombay Chapter Women Forum**

**May 20 and May 27 | 10 am to 5 pm**



**Mr. Ashok Karkera**  
Subject Matter Expert

#### **Course fee:**

IIA India Member - Rs 900/-  
BCAS Member – 1050/-  
Non Member - Rs 1200/-  
*GST @18% applicable*

#### **Location:**

A 503, Sagar Tech Plaza, Saki Naka  
Andheri East, Mumbai 400072

**Register Now**

#### **Program Content:**

- Data Management using Excel
- Mastering Look-Ups
- Mastering Pivots
- Introduction to M language & Macros

#### **Target Audience:**

This training course “Excel using MS Excel” will help auditors across levels to use Excel extensively, not just as a spreadsheet, but as a powerful auditing tool for data management, data analysis purposes and reporting.

*Note : Please don't forget to bring your own  
laptop with Excel - preferably Office 365*

MODULE	MODULE NAME	TOPIC
20th May (10 am – 1 pm)	Data Management	Addition - Operator, Sum function, sumif function and use of fx
		Understanding Data types, usage of fixed reference in formulas, creating a multiplication table
		Conditional fomattng - Some tips and tricks
		Fill - Drag down, drag right, fill handle, filling a series
		Split - Splitting data using flash fill, using delimiters (text to column) and using formulae (left, right, mid and find)
		Transpose - Using paste special and using an arrat function (introduction to array functions)
		Sorting and Filtering - Top ten, by color, values between, above average, below average and multiple levels of sorting
		Tables - along with use case of range vs table, using calculated columns, creating a total row in a table
		Drop downs - data validation and using tables within data validation
		Analyze - using quick analysis of data (O2021 / O365) - Charts, Pivots, Formatting, Totals and Sparklines
20th May (2 pm -5 pm)	Mastering Lookups	Introduction to Vlookup
		Finding exact matches
		Finding approximate matches
		Replacing nested conditionals
		Introduction to HLOOKUP
		Introduction to LOOKUP
		Looking to the left
		Disjointed data
		EXAMPLE: Relational data
		Understanding Match
		Index
		Blending Match with lookup formulas
27th May (10 am – 1 pm)	Mastering Pivots	Undstanding a pivot table
		use of tables, and pivottables to make pivots dynamic
		Filling blank cells
		Grouping of data in Pivots
		Grouping numeric fields
		Automatically refreshing a pivot on saving or updating a file (Update refresh is using a vba code)
		Show report filter pages
		Calculated field and item
		Using of slicers and basics of creating a pivot chart
27th May (2pm -5 pm)	Mastering Programming	Introduction to programming within Excel
		- Introduction to M Language or Data Mashup
		- Introduction to Macros (Recording)
		- Self learning on using Macros