



EXPRESS ENGINEERING SOLUTIONS

MS EXCEL

BASIC AND ADVANCE



No one can de-code the code like us...!



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training@express-engg.com

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Course Content

MS EXCEL

Lecture No	Topics CLICK ON TOPICS FOR DETAILS
1	Understanding of Excel Interface
2	Saving, Sharing, Protecting, Inspecting Workbook
3	Basic Formula & Functions
4	Cell References
5	Sorting & Filtering
6	Conditional Formatting
7	Data Tools
8	Forecasting
9	Advanced Formulas
10	Lookup Functions
11	Excel Table & Pivot Table
12	Forms Controls
13	Excel Basic Charts
14	Excel Advanced Charts
15	Dashboard
16	Chat GPT With Microsoft Excel
17	Capstone Projects



Course Content

1

Understanding of Excel Interface

- A. Understanding & Customization of Quick Access Bar
- B. Understanding & Customization of Ribbon
- C. Row, Column, Cell & Cell Content
- D. Formula bar & Function Library
- E. Name Box / Address Bar
- F. Understanding of File Extensions & It's usage

2

Saving, Sharing, Protecting, Inspecting Workbook

- A. Saving & Sharing workbook
- B. Protect Workbook
- C. Inspect Workbook
- D. Export workbook to another extension

3

Basic Formula & Functions

- A. Mathematical Operations
- B. Basic Formulas (Min, Max, Average, Count, CountA, Count Blank etc.,)
- C. Text Functions (Mainly used for data cleaning)
- D. Date & Time Functions

4

Cell References

- A. What is Cell Reference
- B. What is Range Reference
- C. Cell Reference Style
- D. Types of Cell Reference & It's uses



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Sorting & Filtering

- A. What is Sorting & purpose of using Sorting
- B. Sorting & Advance Sorting Options (Vertical, Horizontal, Custom list & Multi Level Sorting)
- C. What is Filtering & purpose of using Filtering
- D. Filtering & Advanced Filtering Options
- E. (Alphabetical, Numeric, Custom, Color)

6

Conditional Formatting

- A. Highlight Cell Rule
- B. Top / Bottom Rule (www.statmodeller.com
+91 98982 33268ceo@statmodeller.com)
- C. Data Bar, Color Scale, Icon Set
- D. Custom Conditional Formatting

7

Data Tools

- A. Text to Columns
- B. Flash Fill (MS AI Tool)
- C. Remove Duplicates
- D. Data Validation
- E. Data Consolidation

8

Forecasting

- A. What-If Analysis
- B. Goal-Seek
- C. Scenario Manager
- D. Data Table
- E. Forecast Sheet



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Advanced Formulas

- A. Aggregating values with condition(s). (SUMIF/ SUMIFS, COUNTIF/ COUNTIFS, AVERAGE/ AVERAGEIFS)
- B. Nesting formulas for dynamic result
- C. Large/Small (Indexing Values)
- D. Row/Column (Support Functions for easy reporting)
- E. Choose, Switch (Sometimes alternative to IF)
- F. Transpose, Filter, Sort

10

Lookup Functions

- A. Vlookup, Hlookup, 2 Way Lookup, Partial Lookup
- B. Index, Match,
- C. XLookup, Xmatch

11

Excel Table & Pivot Table

- a. Excel Table (Creating, Modifying & exploring)
- b. Adding, using & modifying Slicers & Time-line
- c. Data Summarization through Pivot Table

12

Forms Controls

- A. Combo Box (Advanced Drop-down)
- B. Spin Button (Switching between values)
- C. Check Box (Show/Hide Data/Objects/chart series etc.,)
- D. Scroll Bar (Display large data into small space)
- E. Option Button (Switch between different option)
- F. List Box (Select items to display data/objects/chart series etc.,)



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Excel Basic Charts

- A. Introduction to Excel Charts & Graphics
 - B. Different types of Excel Charts (Column Charts, Bar Charts, Line/ Area Chart, Pie Chart, Scatter Plot, Bubble Plot etc...)
- www.statmodeller.com / +91 98982 33268
ceo@statmodeller.com

14

Excel Advanced Charts

- A. Advanced Stake Column Chart,
- B. Chart modification using Error Bar
- C. Dynamic chart using naming series
- D. Sunburst Chart, Tree map
- E. Geo Map
- F. Combo Charts
- G. Statistical Charts(Histogram, Pareto Chart, Boxplot)

15

Dashboard

- A. What is Dashboard?
- B. Overview on types of Dashboards
- C. Benefits of using Dashboard
- D. Things to consider before building Dashboard
- E. How to create Dynamic Dashboard in Excel
- F. Use Case #1 – Sales Dashboard
- G. Use Case #2 – Financial Dashboard



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Chat GPT With Microsoft Excel

- A. ChatGPT Excel Formula Writing
- B. Chat GPT Excel Formula Explanation
- C. Chat GPT Excel Formula Examples with Data
- D. Chat GPT Excel Formula Debugging

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Capstone Projects

- A. Project #1 – Manufacturing Dashboard
- B. Project #2 – HR Dashboard

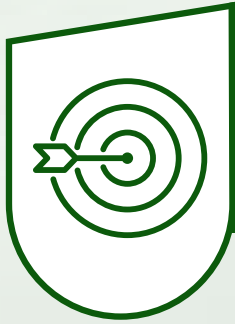


About Us



Why Choose Us

With vast domain experience, highly capable & equipped Engineering Team we are specialized in providing the most professional Engineering services with fast turn around time. We also help businesses meet their goals with our cutting edge Engineering & Training services.



Mission

Our mission is to deliver world-class engineering solutions with simplicity, precision, and speed, while empowering professionals through comprehensive training that meets global industry standards.



Vision

To create a future where our cutting-edge expertise in engineering solutions and professional training empowers both clients and the industry, making us an indispensable partner in their success.



Our Core Values

1) INNOVATION

We consistently challenge the status quo by exploring new ideas & technologies to deliver creative, cutting-edge solutions.

2) INTEGRITY

We operate with unwavering honesty & transparency, building lasting trust with every client and partner.

3) CUSTOMER FOCUS

We are committed to understanding our clients' unique challenges & providing tailored, value-driven solutions.

4) ETHICS

We collaborate & support one another, believing our collective strength drives the best results for our clients.



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Know The Trainer



Hiren Kakkad

Hiren is a distinguished Quality & Productivity Management professional and a University First Rank holder in his postgraduate studies. He has more than 8 years of industrial experience as a Senior Consultant and Trainer, specializing in Data Analytics, Operational Excellence, and Lean Methodologies.

He is a well-known corporate leader and trainer with versatile experience across various technical and management domains. A Certified Lean Six Sigma Black Belt and ISO 9001 Internal Auditor, Hiren has successfully conducted trainings and implemented improvement projects for more than 9,000 professionals globally.

Hiren has served as a strategic consultant for numerous organizations, leading over 100 improvement projects and performing Quality Management System audits for more than 15 companies. He is recognized for his ability to translate complex data into actionable business intelligence through tools like Excel, Python, R, Minitab, and Power BI.

He has been a key contributor to the academic and research community, assisting in 35+ research projects and developing over 50+ customized analytical templates and dashboards to optimize business reporting.

With thorough technical knowledge and an unmatched ability to decode complex industry standards, he has supported countless customers in addressing their operational challenges and delivering high-quality, data-driven outputs.



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Who Should Do This Course?



How We Can Help..!

- **Engineering Students:** To prepare for internships where data entry and analysis are expected.
- **Junior Mechanical Engineers:** To automate repetitive design calculations or bill of materials (BOM).
- **Project Managers:** To track timelines, budgets, and resource allocation.
- **Data Analysts/Quality Engineers:** To monitor manufacturing tolerances and Six Sigma metrics.



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Design Services

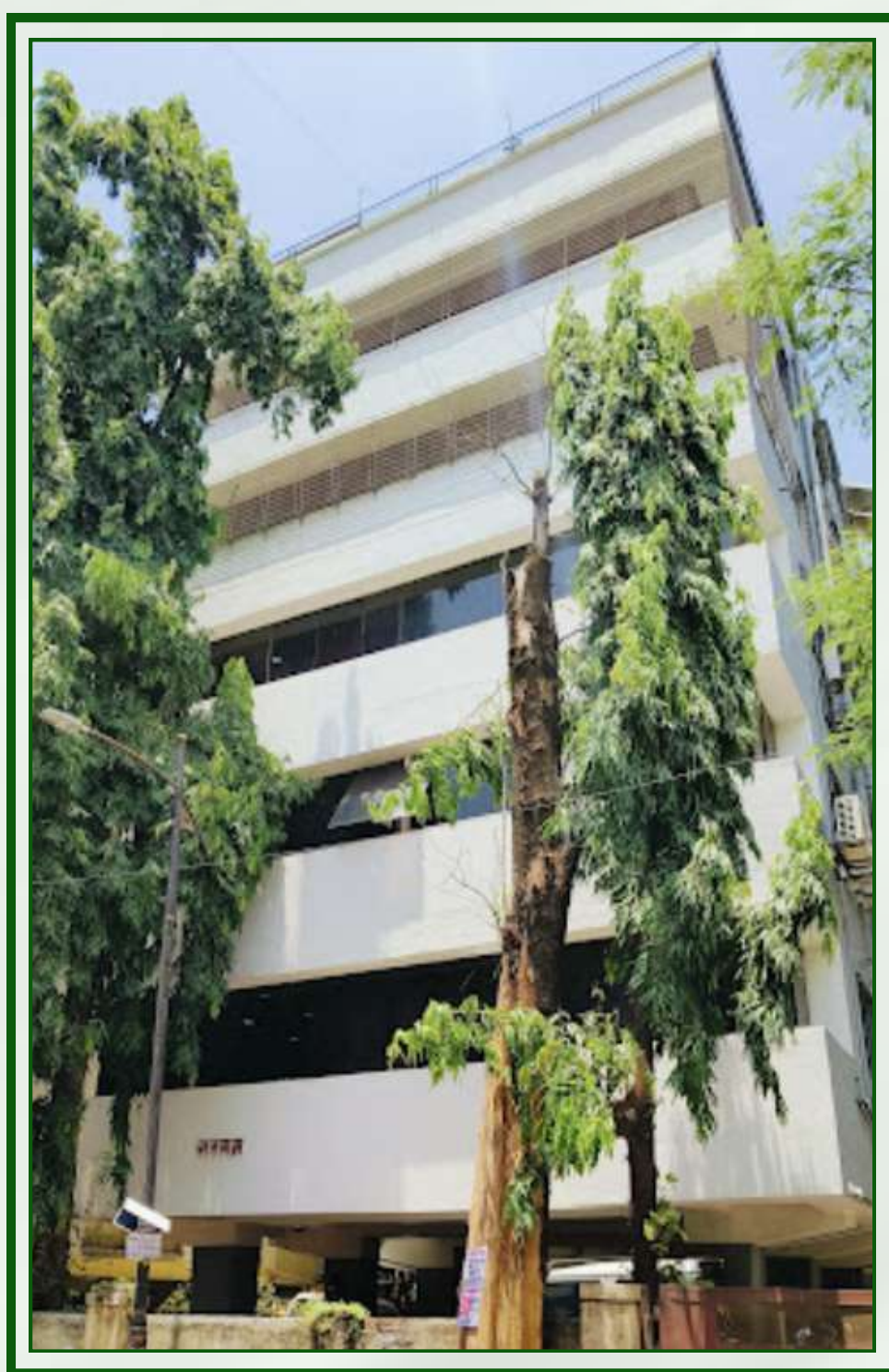


About Us

With vast experience in Static Equipment Engineering, we offer the best, cost-efficient solutions to our customers. Our Engineering team is capable to deliver Design of Pressure Vessel, Heat Exchanger, Condenser, Reactor, Column, Storage Tank, and other static equipment, as per various national and international codes and standards.

The team is well experienced and trained to deliver Design as per ASME Sec VIII Div-1, Div-2, PED, ADMerk Blatter, PD5500, AS1210, GOST, TEMA, API 660, API 650, API 620, IBR, EN13445, etc.

We have successfully completed many ASME U-stamp audits and worked on hundreds of U-stamp vessels closely with many certifying agencies.



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Training Services



About Us

Our training program offers a unique and professional platform for engineers to master their skills to meet the demanding requirements of industries. As an Authorized Training Provider for ASME, we stand firmly behind our mission: **“No one can decode the code like us.”** This expertise is rooted in our deep understanding of various national and international standards, delivered by **seasoned industry veterans** who are currently active in their fields to bridge the gap between theory and real-world application.

Drawing on extensive multi-disciplinary expertise, we provide **comprehensive** courses tailored to the rigorous demands of today's market. In a remarkably short time, our **commitment to excellence** has established us as the most trusted and preferred training partner for leading corporations and ambitious individuals globally.



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Corporate Training



Onsite Corporate Trainings

We have been instrumental in developing the workforce for organizations through our onsite training under our corporate training program. These training has helped the corporates to develop the skills and knowledge of their resources and as a result increase the output with better and optimized design of equipment.



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Our Customers



Our Corporate Customers

We have been instrumental in developing the workforce for organizations through our onsite training under our corporate training program. These training has helped the corporates to develop the skills & knowledge of their resources & as a result increase the output with better & optimized design of equipment.



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Our Track Record



How We Have Been Doing..!



100+ Corporate Customers



4000+ Satisfied Trained Individual
Online & Offline Combined



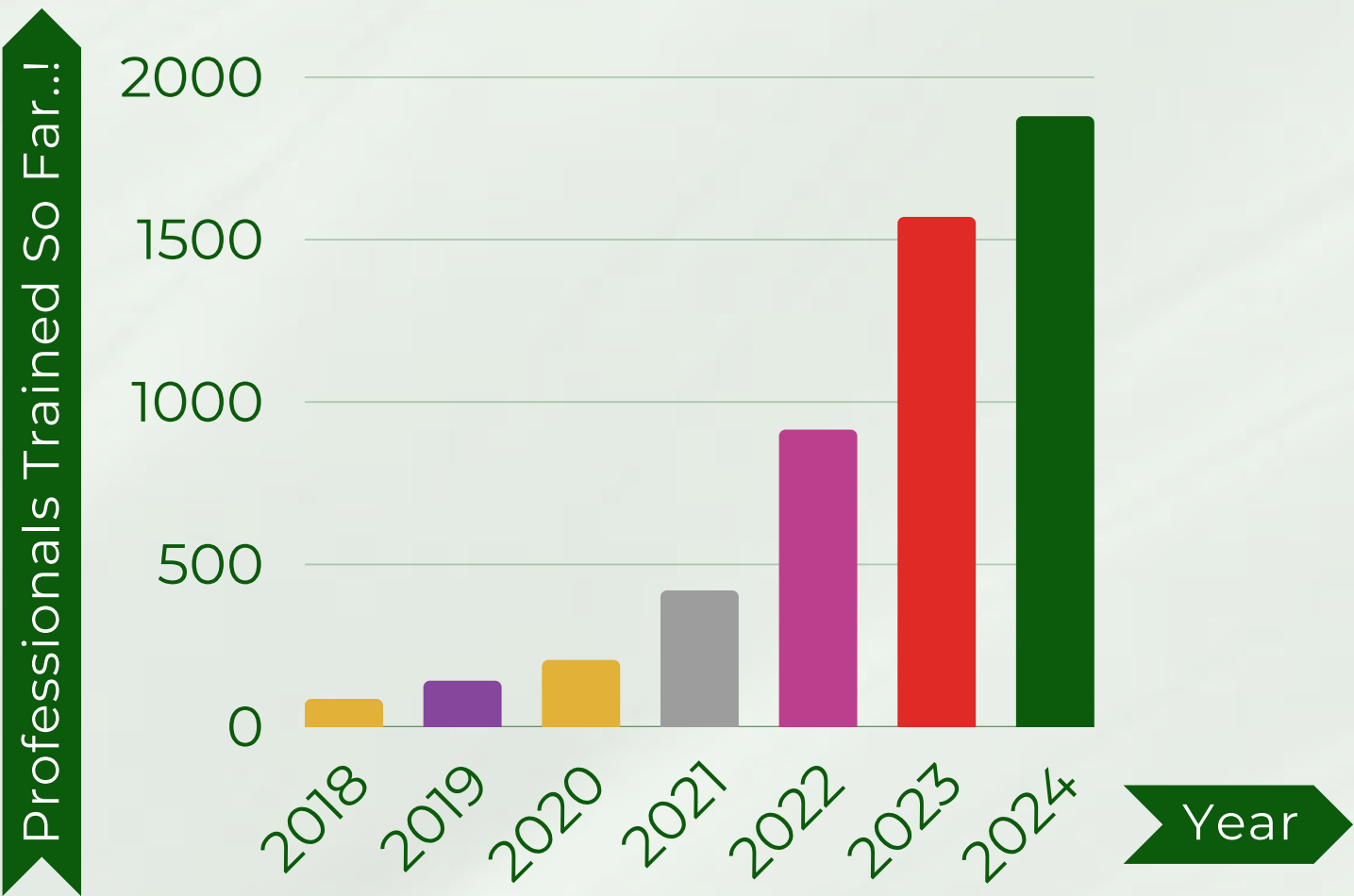
20+ Countries With Beneficiaries
Across The Globe



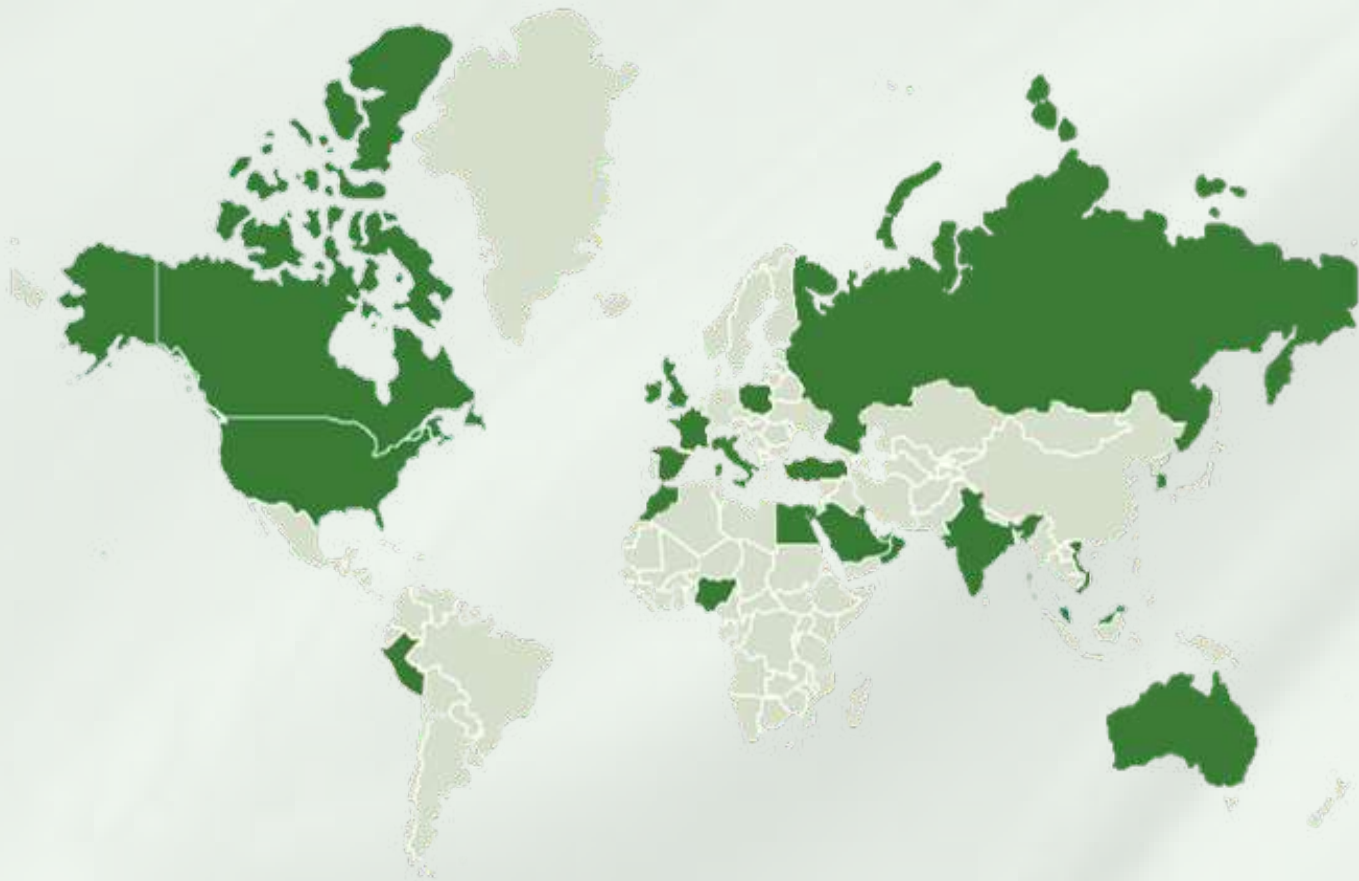
0-28 Experience Range Of
Engineers Trained



Over The Year...!



Beneficiaries Across The Globe



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About Training Platform



Mobile & Laptop/ Desktop

Expert and Professional training available at your convenience, with our Mobile & Desktop application.



WATCH FREE
LECTURE VIDEOS



PLAYSTORE

IOS APP

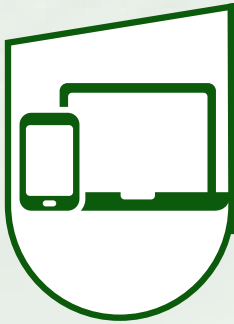
use organization code **yatgi**



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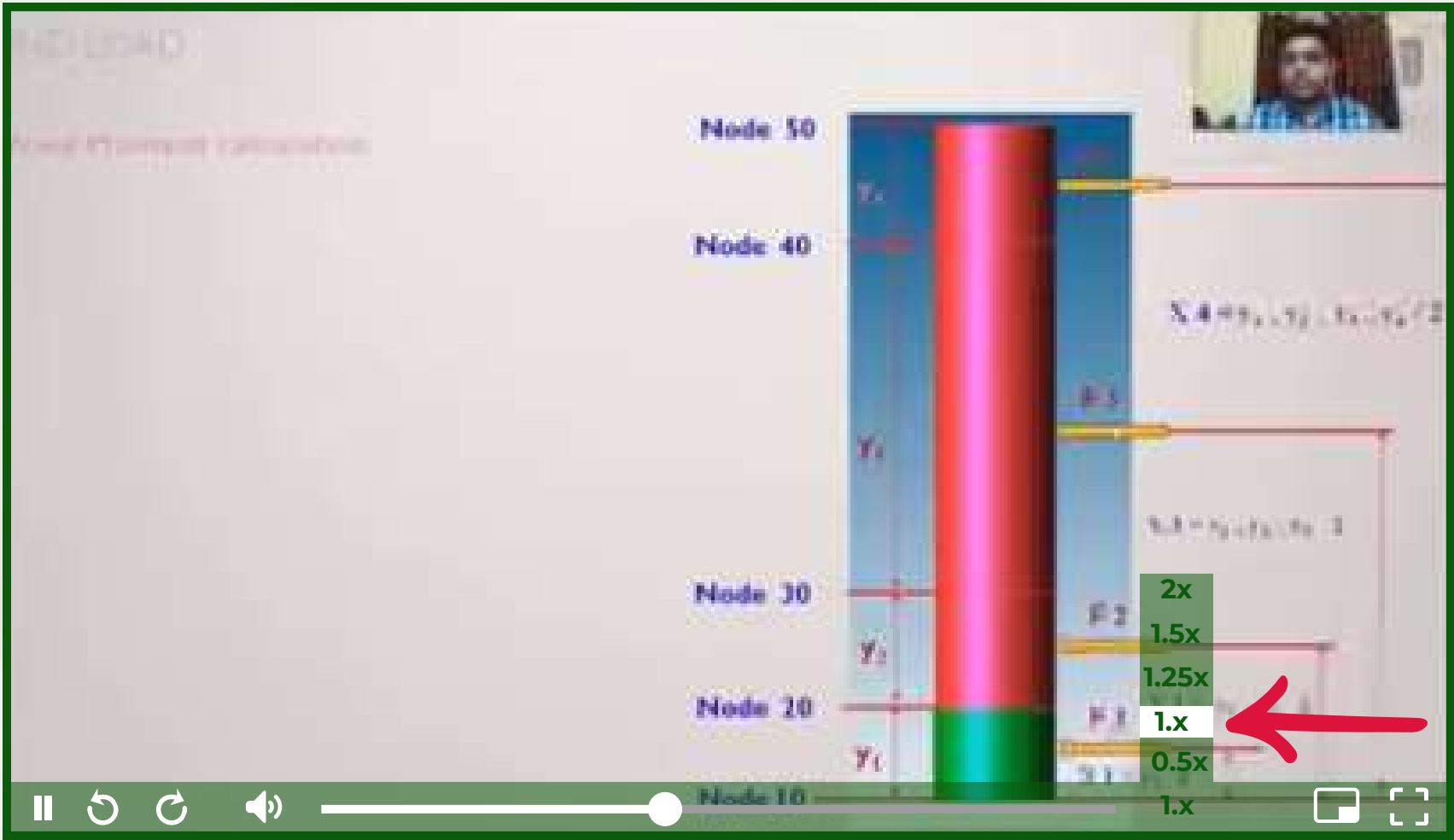


About Training Platform

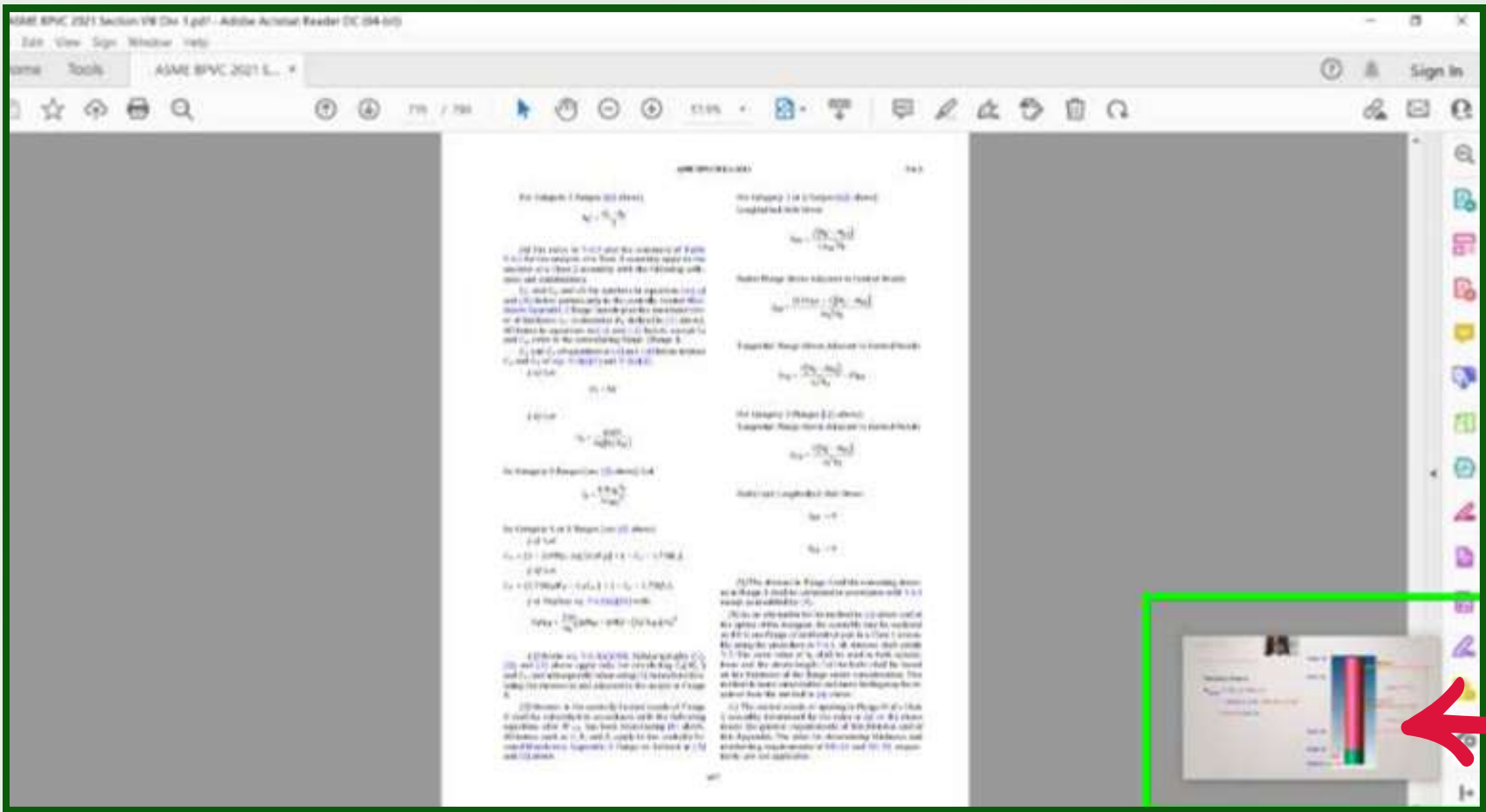


Special Features

It has never been so convenient to learn...! Check out some special features of our Training Platform. Adjust video speed from 0.5x to 2x to suit your requirement.



PIP mode enables you to work or practice simultaneously while watching the lectures.



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Advantages Over Offline Courses



Benefits Of Online Training

Offline

Online

No more compromise on work or personal schedule

Getting late for the class. **Need to rush** or I'll miss the lecture.



I can **save travelling time** and **avoid stress** by watching lectures online **as per my convenience**.



Get answers on the go...!

I am stuck in the Project. But this topic is scheduled after 4 weeks in the live class. **How can I solve it now?**



I was stuck..! But I **just watched this topic online** and bingo..! **the problem is solved**. I simply love this platform.



Live Q&A session every week

The Classes are over. **Whom can I ask** the questions now?



My Course **validity is 18 months**. Also the **live Q&A session is twice a week**. I can get all the answers.



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Advantages Over Offline Courses



Benefits Of Online Training

Offline

Online

Never Miss Out On Any Lectures

I **missed** the last lecture, now I **cannot understand** this...!



This is so cool..! I can **watch any lecture anytime**.



Learn At Your Own Pace

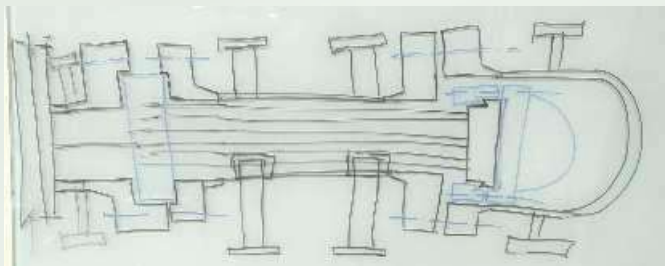
He is teaching **so fast**. It is **very difficult to understand**...!



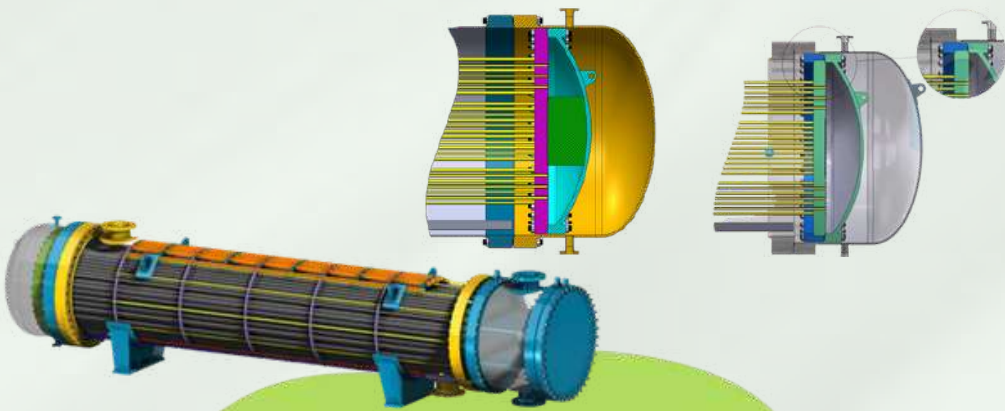
I can **speed up or speed down** the lecture videos as per my convenience.



No Disturbances | Video Lectures | Animations



This is so **disturbing**...! **Not able to visualize** the concept with these 2d hand sketches



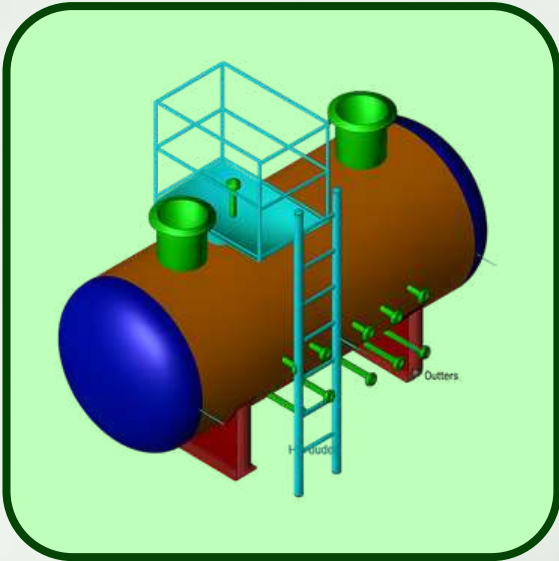
Such **easy to understand** demonstrations with **3d animations** help me to visualize and clear my concepts..!



Our Other Courses



STATIC EQUIPMENT DESIGN



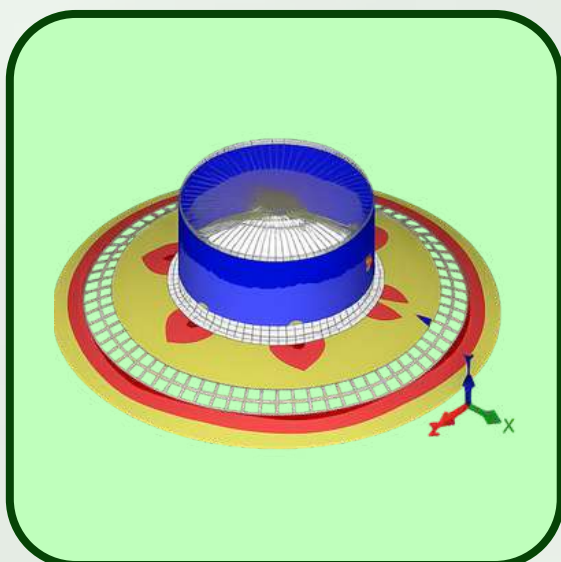
PRESSURE VESSEL
DESIGN (DIV 1) 



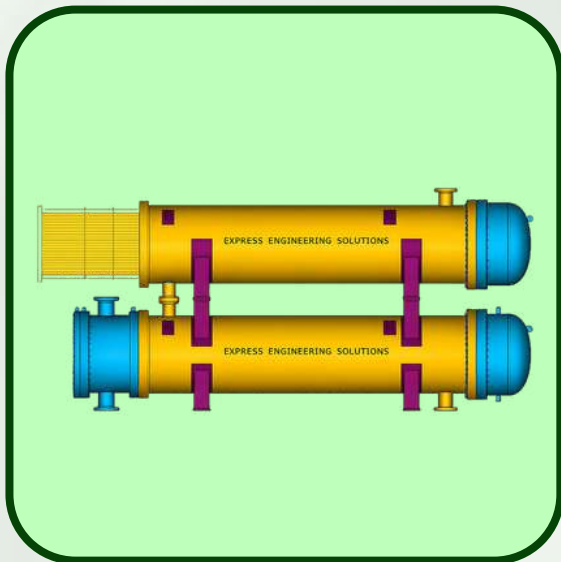
PRESSURE VESSEL
DESIGN (DIV 2) 



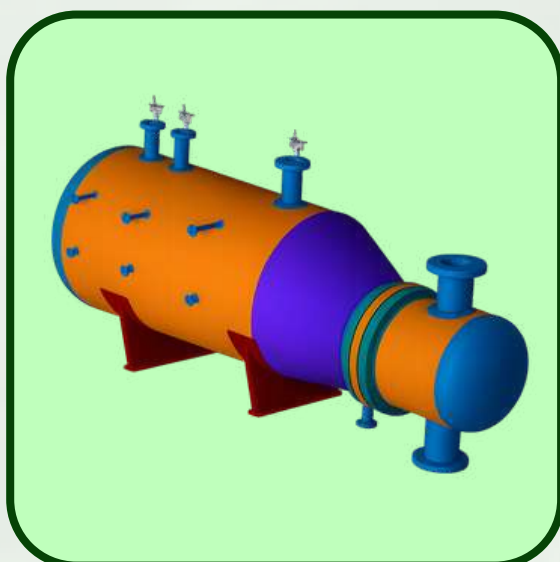
PREMIUM COMBO 



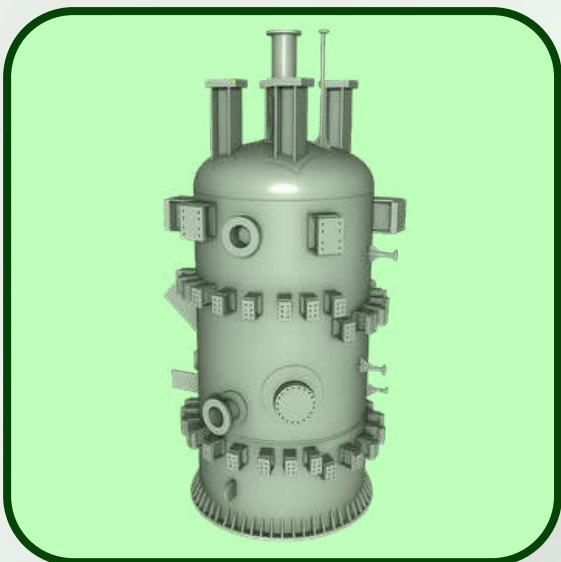
NOZZLE PRO FEA 



HEAT EXCHANGER
DESIGN 



PV ELITE
SOFTWARE 



DIV 1 & DIV 2
COMBO 



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Our Other Courses



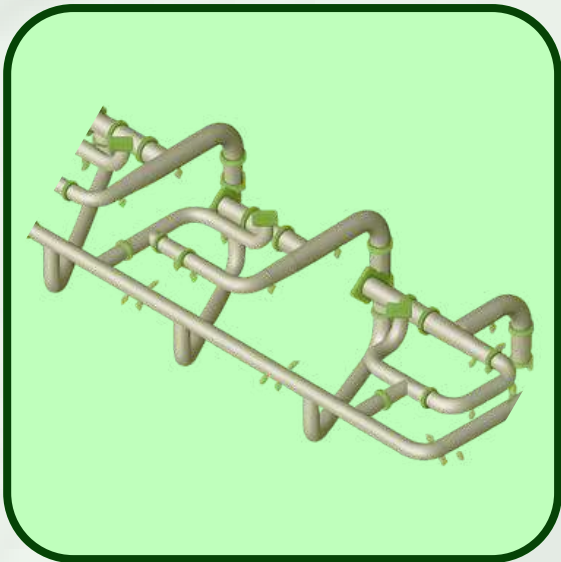
ASME AUTHORIZED COURSE



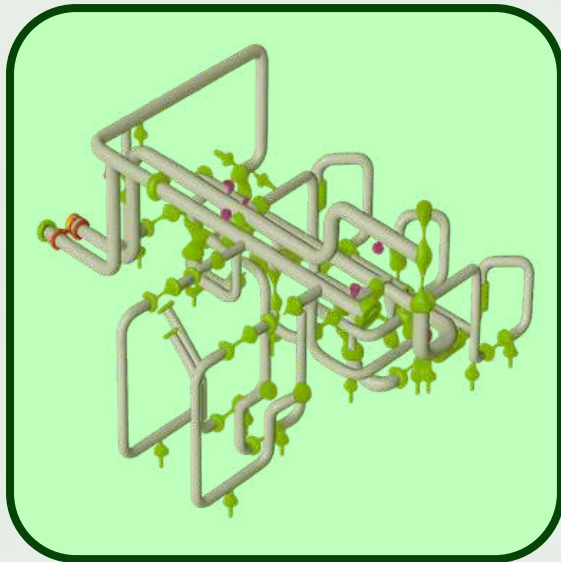
ASME PD442 



PIPE STRESS ANALYSIS



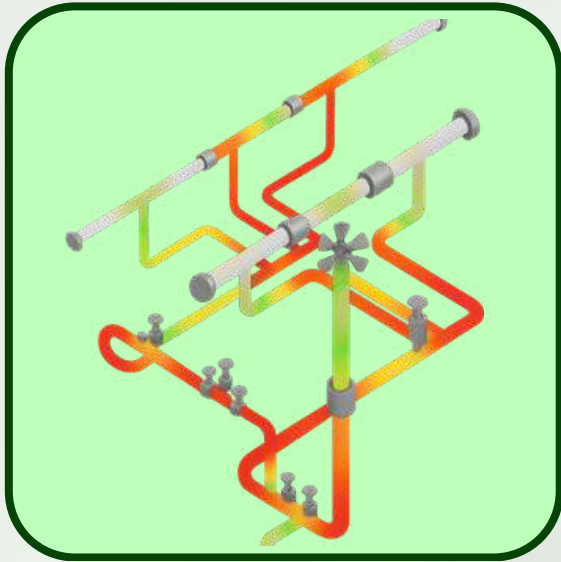
BASIC PIPE STRESS ANALYSIS 



ADVANCE PIPE STRESS ANALYSIS 



BURIED PIPELINE STRESS ANALYSIS 



COMBO PIPING & PIPELINE STRESS ANALYSIS 



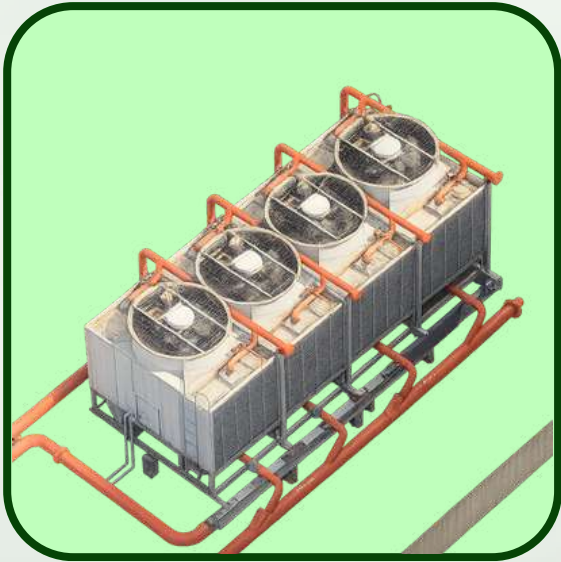
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Our Other Courses



THERMAL DESIGN



**AIR-COOLED
HEAT EXCHANGER
(ACHE)** 



**SHELL & TUBE
HEAT EXCHANGER
(STHE)** 



**THERMAL DESIGN
COMBO
(STHE & ACHE)** 



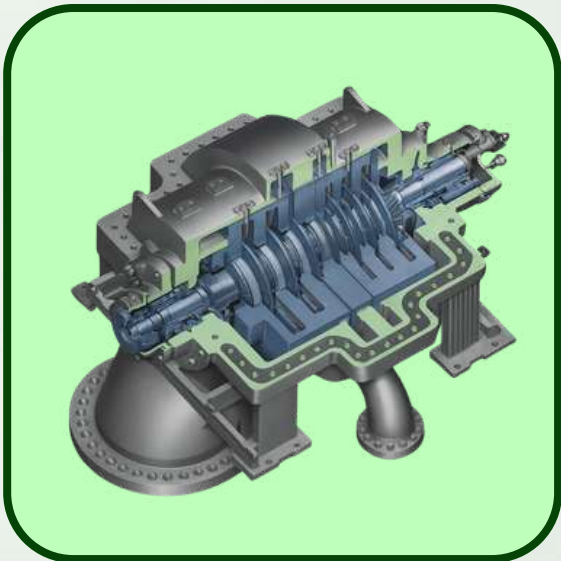
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Our Other Courses



ROTARY EQUIPMENT DESIGN



CENTRIFUGAL
COMPRESSOR 



CENTRIFUGAL PUMPS
IN OIL & GAS
INDUSTRY 



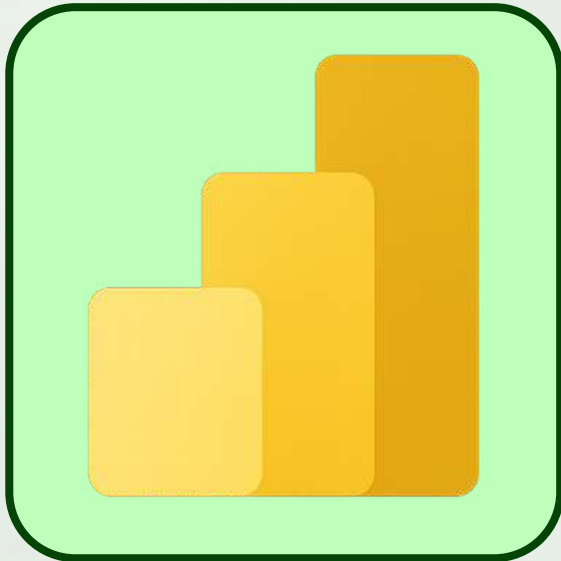
ROTARY EQUIPMENT DESIGN
COMBO 



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Our Other Courses



POWER BI 



GD&T (BASIC) 



GD&T (ADVANCE) 



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PUNE

Sargam Tower, 1st & 2nd Floor,
Survey No - 43/1-9, Behind Girija
Hotel, DP Road, Near Rajaram
Bridge, Karvenagar, Pune - 411 052



SURAT

348, Green Palladia, Opposite Raj World,
Near Gaurav Path Road, Palanpore,
Surat, Gujarat - 395009



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