

# Merchants' Chamber of Commerce & Industry

## **2<sup>nd</sup> Workshop on Excel Analytics & Powerpoint Presentation Skills on 20<sup>th</sup> July, 2018 from 10.00 AM to 2.00 PM at MCCI Conference Hall Brief Proceedings**

The Chamber had organized a Workshop on Excel Analytics & Presentation Skills on 19<sup>th</sup> May 2018 at MCCI, which was a runaway success. In line with the Workshop, the Chamber organized the 2<sup>nd</sup> **Workshop on Excel Analytics & Power Point Presentation Skills** on 20<sup>th</sup> July 2018 at its premises, which also generated much interest amongst members. The Workshop was attended by representatives of member-firms and other organizations.

Session on **Excel Analytics** was addressed by **CA Sanjib Sanghi**, Secretary, Co Chairman, Standing Committee on IT & Communication, MCCI and EIRC of ICAI. The Focus was on How to Save Hundreds of Hours using Excel. Shri Sanghi gave hands-on training on

- Excel Worksheet Basics, Navigation, Find-Replace
- Filter, Paste-Special
- Formulae including Sum, Autosum, Max, Min, Average,
- Features like Transpose, Cell referencing & GoTo Special
- Pivot, Raw Data for Pivot, Pivot Dash Board

The Session on **Powerpoint Presentation Skills** was addressed by **CA Vivek Agarwal**, Partner, S K Agrawal & Co. (Chartered Accountants). He gave hands-on training on the flow of information in PowerPoint using the following process diagrams :

- Infographic Cycle Diagram & Semi Cycle Diagram
- Infographic Matrix, Matrix with Petals, Spiral Binding Matrix
- Process Diagram with Hexagons, 3 Loops Diagram, Escalator Diagram
- Pie-Chart Infographics, Diamond Diagram & Circular Motion Diagram
- Timeline Diagram & Alternating Flow Process Diagram
- Visuals like Umbrella with Rain, Hands with Leaves etc.
- Triangles & Banners : Vertical Banner, 3 Arrows Diagram and others

He also provided a few templates for information flow, including the following :



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Assistant Director General