



KERALA STATE PRODUCTIVITY COUNCIL

Productivity House, HMT Road, Kalamassery-683 104
Phone:0484-2555526/ 8547897526



SKILL ENHANCEMENT WORKSHOP IN MICROSOFT EXCEL

VENUE : PRODUCTIVITY HOUSE

DATE : 04 JUNE 2026

TIME: 9.30 AM - 4.30 PM

INTRODUCTION

This programme is designed for those who are familiar with the basics of Microsoft Excel and would like to work with more advanced features of MS Excel that help in improving their efficiency of working with worksheets, analyzing data, creating MIS reports and automating various tasks. The goal for this session is to equip with valuable skills and insights that will enhance the ability to analyse and present data effectively.

COVERAGE

The program covers essential industry-focused topics including Lookup Functions (Xlookup, Vlookup, Hlookup, Index and Match) Logical Functions: (if function, if with OR & AND, Nested ifs), Text Functions (Trim, Len(), left(),right(), mid() etc.), Conditional Formatting, Pivot Tables, Pivot Charts, sumif, countif and average if, Data validation, Group by, Subtotal and Advanced Statistical functions (max, min, large, small, median, mode, average, rank, rand etc.). Designed with practical business scenarios and hands-on exercises, this training helps professionals improve reporting, analysis, and decision-making skills.

FEE PER PARTICIPANT

- Members of KSPC – Rs. 2,000/-
- Non-members – Rs. 2,200/-
- GST @ 18% Extra
- Special discount of 10% will be offered, if 2 or more nominations from the same organization

CLICK TO NOMINATE

<https://www.kspconline.com/programmes/details/697>

FACULTY



MR. VIGNESH R

A seasoned expert in Microsoft Excel with extensive experience in training and dashboard creation. He is B.Tech in Mechanical Engineering, also Microsoft Certified Excel Professional and for the past 7 years he conducted several

Training Workshops in Microsoft Excel for working professionals. He is capable for crafting advanced dashboards and delivering transformative training sessions that elevate data management and visualization capabilities.

WHO SHOULD ATTEND?

Managers, Executives, Office staff and Professionals from any functional areas can participate in this programme.

Participants should bring laptop with them for better hands on experience.

GENERAL

- Soft copy of the training presentations, folder, writing pad, pen etc. will be supplied to the participants.
- Lunch & refreshments will be served
- Participation certificate will be issued.

For attending this hands on workshop the participant should have basic working knowledge in Excel on basic arithmetic functions like Sum, Multiplication, Division etc.

For more details – 0484-2555526
8547897526,8304845830
Email:kspckalamassery@gmail.com

LAST DATE FOR
REGISTRATION: 02-06-2026

M. JAMAL KUNJU
Chairman

SAJI V. MATHEW
Hony. Secretary

P. BINILAL
Director