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## Adaptive Processes Consulting

### Microsoft Excel training for Executive Managers

Microsoft Excel (spreadsheet) is a very handy tool whose usage would help in many maintenance and tracking activities.

**Target Audience : Executive Managers**

The program will cover various methods in which MS Excel can be used in day to day activities of managers.

**Workshop Coverage ( Outline ) :**

- Basic excel tips and tricks
- Charting and reporting
- Advanced excel techniques
  - Pivot tables
  - Macros
  - Cell protection