

Accounting Baba

10-Day Excel Bootcamp for Accounting Professionals

Course overview

- **Duration:** 10 days x 2 hours = **20 hours** (live, instructor led)
 - **Timings:** **08:00 AM to 10:00 AM**, daily
 - **Mode:** Offline at **Accounting Baba, Udhna branch, Surat** | Online (live)
 - **Tentative start date:** **9th February** (may be delayed by **2 to 3 days** if required)
 - **Offline batch size:** **Maximum 20 participants only**
 - **Certificate:** Certificate of Completion issued by Accounting Baba
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Fees structure

- Accounting Baba students: **₹3,000**
 - Non students: **₹4,000**
 - Online participants: **₹2,500**
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Who should attend

This programme is designed for:

- Accounting students and entry level finance professionals
- Senior accountants and experienced accounting professionals
- Business owners who work on Excel themselves
- Business owners who wish to nominate their accounting or MIS staff
- Bookkeepers, accounts executives, MIS and reporting professionals

Prerequisites: Basic familiarity with Excel (opening files, typing data, saving workbooks). No advanced Excel knowledge is required.

Learning outcomes

On successful completion of this bootcamp, participants will be able to:

1. Structure clean, auditable accounting spreadsheets using Excel tables and best practices.
2. Apply lookup functions such as VLOOKUP, HLOOKUP, and INDEX with MATCH for reconciliation and data linking.

- Working effectively with Excel tables
- Cleaning bank statements and ledger exports

Day 6: PivotTables and PivotCharts

- Building PivotTables from accounting data
- Grouping dates and values
- Filters, rows, columns, and values
- Introduction to PivotCharts

Day 7: Advanced Pivot usage for MIS

- Calculated fields
- Slicers and report interactivity
- Refreshing and maintaining Pivot based reports

Day 8: Charts and data visualisation

- Selecting appropriate chart types for finance
- Formatting charts for professional presentation
- Linking charts with PivotTables

Day 9: MIS reports and dashboard creation

- Trial balance and ageing summaries
- KPI presentation and layout design
- Print settings and PDF exports
- Building a one page management dashboard

Day 10: Data analytics and practical reporting project

- Trend analysis and period comparisons
- Conditional formatting for variance and exceptions
- Practical Excel project using real world accounting and MIS data
- Course wrap up and certification

This programme intentionally avoids advanced add ins such as Power Pivot and complex VBA. The focus remains on practical Excel skills used in day to day accounting and MIS roles.

Teaching methodology and assessment

- Live instructor led sessions with step by step explanation
 - Practical exercises using accounting and business datasets
 - Continuous hands on practice throughout the programme
 - Certificate issued subject to **minimum 80 percent attendance** and active participation
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Infrastructure and learning support

- **Offline participants:** Desktop computers are available at the institute. Participants may also bring their own laptops with Excel 2016 or later installed.
 - **Online participants:** Live streaming access will be provided. A stable internet connection and Excel installed locally is recommended.
 - Practice files and supporting materials will be shared during the sessions.
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Admission and payment policy

- Offline seats are limited to **20 participants only** and will be allotted strictly on a **first come, first serve basis**.
 - Full course fees must be paid **in advance** or **at the latest on the first day of the batch**.
 - Admission is confirmed only after receipt of payment.
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Important policies

- **Batch commencement:** The batch is planned to start around **9th February**. The start date may shift by **2 to 3 days** due to operational reasons.
 - **Refund policy:** There is **no refund policy** under any circumstances.
 - **Batch transfer:** Participants unable to attend may opt to join a future batch or may send a substitute participant in their place.
 - **Mode change:** Switching between online and offline modes is subject to seat availability.
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