



“I T WORKSHOPS FOR WOMEN MEMBERS”

Organized by

Women Members Empowerment Committee

Hosted by

Western India Regional Council

Of

The Institute of Chartered Accountants of India

From

4th July 2015 – 1st August 2015 (Only on Saturdays)

at

ICAI Bhawan, BKC, Mumbai

CPE Credit -16 hours

Registration Fee- Rs. 1000/- (For 4 Days)

<i>Time</i>	<i>Session</i>	<i>Topic</i>	<i>Resource Person</i>
		Day 1 – 4th July 2015	
1:30 PM – 2:00 PM		Registration	
2:00 PM – 6:00 PM	I	Using the Power of Microsoft WORD for Business Communication <ul style="list-style-type: none">• Formatting Documents• Using cover page• Bibliography• Mail Merge• Document Management	Prof. Farhat Jummani

	Day 2 – 11th July 2015		
2:00 PM – 6:00 PM	II	Art of using Microsoft EXCEL for Data Analysis <ul style="list-style-type: none"> • Import/ Export of data from various application • Consolidation • Data Mining • Business Analysis Dashboard 	CA. Vaishali Khandelwal
	Day 3 – 25th July 2015		
2:00 PM – 6:00 PM	III	Art of presentation using Microsoft POWER POINT <ul style="list-style-type: none"> • Templates • Themes • Master slide • Transition & Animations • Presenter 	Prof. Farhat Jummani
	III	Day 4 – 01st August 2015	
2:00 PM – 6:00 PM	IV	CAAT TOOL for Auditors - IDEA	CA. Rupal Shah

Programme Chairman: CA. Prafulla P. Chhajed, Central Council Member & Chairman, WMEC. Mob: 9320350007, Email- pchhajed@yahoo.com

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Online Payment Facility Available: <http://www.icai.org/ccm.html?progid=980>

For Registration & Information, Contact Phone: 022- 33671421/0120-3876873 **or Email:** info.wmec@icai.in, **Visit:** womenportal.icai.org
