

MICROSOFT EXCEL

MASTER CLASS INTERMEDIATE TO ADVANCED LEVEL

DATE: August, 23-24 , 2017

FEE: PKR 15,000/- per participant

VENUE: IBP, M.T. Khan Road, Karachi

TIMINGS: 9:00 am to 5:00 pm

5%
DISCOUNT
on 3-5 nominations

10%
DISCOUNT
on 6+ nominations

LAST DATE OF REGISTRATION

August 21, 2017

COURSE FACILITATOR

Mr. Rahim Zulfiqar Ali

COURSE OVERVIEW

Microsoft Excel (MS Excel) has become the most-used spreadsheet program in the world. Similarly, the importance of MS Excel cannot be underestimated in today's businesses. Keeping in view this, IBP brings two-day intermediate to advanced level workshop on Ms. Excel. The program is aimed at helping the professionals in better data management and reporting, without compromising on the data accuracy and reporting effectiveness. In modern business environments, where computer and communication devices have transformed the work requirements, it is immensely important to learn MS Excel for getting better at calculation, preparation of charts & reports and/or statistical data. It is essential to make the best use of this workshop which develops strong skill-set of reporting structure and statistical presentation.

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The Institute
of Bankers
Pakistan



LEARNING OBJECTIVES

Participants will be able to understand and identify MS Excel features, which includes but not limited to:

- Using VLOOK UP to find values from thousands of records
- Using SUMIFS to extracting meaning full information out of data
- Using Logical Functions i.e. IF, AND & OR to make decisions on thousands of rows
- Correct use of different cell referencing schemes i.e. Absolute, Relative & Mixed
- How, when & where to use the address & naming feature
- Identifying the right type of Chart to use for available data & create the same
- Working with Multiple Workbook / Worksheets
- Using Excel's consolidation feature to do work in minutes which would otherwise take hours if we do manually

COURSE CONTENTS

- Relative & Absolute Cell References in Formulas
- Using IF Formula, Nesting IF Formulas, COUNTIF, SUMIF Formulas
- Excel Text Formulas to process, manipulate or find information
- LEFT, TRIM, FIND, LEN, RIGHT, LOWER, SEARCH, TEXT, MID, UPPER, VALUE, PROPER, SUBSTITUTE, REPLACE, CONCATENATE and REPT
- VLOOKUP formula, INDEX, MATCH Formulas
- SMALL, LARGE Formulas
- ROWS, COLUMNS Formulas
- Conditional Formatting
- Reporting through Excel-Chart Formatting
- Data Management through Pivot Table Tricks
- Data Validation through Formulas
- Tips & Examples

WHO SHOULD ATTEND?

This training is ideal for all types of professionals, thus people belonging to any domain/ function, working at any management level are encouraged to participate in this workshop. In addition, this workshop is a must-do for those who have day to day tasks of data management, analysis and reporting.

FACILITATOR

Mr. Rahim Zulfiqar Ali

Microsoft Office Specialist and Microsoft Certified Trainer

Rahim Zulfiqar Ali is one of the youngest Microsoft Excel corporate trainers in Pakistan. He is teaching MS Excel for the last more than six years. He is Microsoft Certified Trainer (MCT), Microsoft Office Specialist (MSOS) and Microsoft Office Specialist Expert (MSOE). He was the first Pakistani to complete all Excel 2013 Microsoft Certifications in 2015. He is the founder and Chief Spreadsheet Officer at Excel Basement. He has previously worked with United Bank Limited as a Finance Officer and Business Analyst. He has strong expertise in creating Dashboard Reports, Financial Models, PowerPivot, Advanced & Complex formulas in Microsoft Excel and is having vast experience and hands-on exposure of working with Banking & NGO sectors. Rahim has trained professionals at Aga Khan Health Service, Pakistan (AKHSP), Learning Minds Group (LMG), AKD Investments, Institute of Business Administration (IBA), Unilever, Wartsila Pakistan Pvt. Ltd and ARTT Business School.

CONTACT DETAILS:

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NOTE: Payment should be made on or before the course start date in the name of "THE INSTITUTE OF BANKERS PAKISTAN". Please send nominations/requests for participation at least two days before the training date.