



**ICMA
PAKISTAN**



A Five Days Comprehensive Workshop

BUSINESS Excel



TRAINER'S PROFILE

In Today's challenging environment business decisions are increasingly based on numbers rather than on company policy has to be backed by detailed and accurate data that can stand the scrutiny of both management and stakeholders. This is especially true for financial planning where consistent and correct application of tools and techniques can help accurately forecast 'what-if' scenarios and design realistic forecasts which in turn lead to successful business decisions. Your ability to construct a better and more comprehensive financial model will determine the success or failure of your organizations growth and development.

Objective of Workshop

This practical course will help to take your analytical skills to the next level of accuracy. Intensive and hands-on, the course is designed to equip you with step-by-step guides for effectively structuring and managing an accurate financial model.

- LEARN** to use new awesome features of Excel 2013
- PRESENT** data using Excel with ease
- ORGANIZE** analyze and summarize data using Power functions
- APPLY** magical ways to perform your work faster.
- CONNECT** data to other applications for presentations

Workshop Contents

Basic-Overview of Basics

Formatting
Printing and Page Setup
Useful Shortcut Keys

Intermediate-Analyzing Data

Sorting and Filtering
Conditional Formatting
Charts Overview
Sub-Total Reports
Scenario Manager
Goal Seek
Data Table

Formula/Functions

Relative Vs Absolute
Using Name into Function
Useful Functions
VLOOKUP/HLOOKUP using
IFERROR
Conditional Sum, Average, Count
Counta, Min, Max

Collaborating with People

Protecting Cells/Worksheet/Workbook
Grouping of Sheets
Hyperlink
Referring other sheets
Track Changes
List of Changes
Partial Protect cells

Tables in Excel

Creating a Table
Add/Remove Row/Column
Remove Duplicate
Convert into Normal Range
Insert Sheet, Add Total Row
Table Styles Options

Miscellaneous

Creating a Table
Add/Remove Row/Column
Remove Duplicate
Convert into Normal Range
Insert Sheet, Add Total Row
Table Styles Options

Pivot Table/Charts

Getting List of Unique Items
Customize Sorting
Advanced Filter
3D Consolidation
2D Consolidation
Creating Charts
Slicer

Macros and UDF

Absolute and Relative Macro
Spin Button, Scroll Bar, Checkbox
Macros, Printing of Salary Slip, Invocies
Functions Spellnumber, Taxcal, Commission
VBA Macro
Msg Box show on Cell

Tahir Mahmood Fazal MBA (Finance & IT) with more than 15 Years of diversified industry exposure. He is a professional trainer of ICMAP, Skill Development Council of Pakistan, Lahore University of Management Sciences (LUMS), NADRA and University of the Punjab. He has been involved in corporate trainings, workshops, seminars and in regular classes for data analysis, dashboard reporting excel, spreadsheets techniques and advanced reports development. Mr. Tahir possess special skills in MS Excel 2003, 2007, 2010 and 2013.

Program Details

**CPD
20 Hours**

Days & Dates : 27-31 Mar 2018
: Tuesday-Saturday

Timings : 06:00pm-10:00pm

Venue : ICMA Building
42-Ferozpur Road
Lahore-

Fee

Rs. 3,000 : Students of ICMAP/ICAP
Rs. 5,000 : Members of ICMAP/ICAP
Rs. 7,000 : Others

Registration

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Institute of Cost and Management Accountants of Pakistan

Lahore Branch Council



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PAKISTAN



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Business Excel

27-31 MAR 2018

TUESDAY-SATURDAY

REGISTRATION FORM

Name: _____

Membership No. Registration No. _____ Designation: _____

Organization: _____

Org. Address Postal: _____

Phone No. _____ Cell No. _____

Email: _____

Mode of Payment: By Crossed Cheque: Pay Order: Online Credit Card: (For Members Only)

Signature of Participant: _____

For Office Use Only

Receipt No. _____ Date: ____/____/2018 Amount Rs. _____

Signature: _____

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