



## ONLINE PROGRAM

# Advanced Excel, Dashboarding and Reporting Techniques

### PROGRAM DETAILS

DATES: January 14, 15, 21 & 22, 2023

TIMINGS: 10:00 AM - 2:30 PM

PLATFORM: ZOOM (Online)



### TRAINER

**Syed Hassan Al-Ahdal**

20+ YEARS OF CORPORATE ACCOUNTING & REPORTING EXPERIENCE  
FCMA, FPFA, MCOM, MBA, CERTIFIED BI, ADVANCED EXCEL & POWER BI CORPORATE TRAINER



**INVESTMENT FEE: PKR 16,000/participant (Plus GST)**

### DISCOUNTS

To avail of the discounted seats, register earlier!

- Early Bird Discount: 5% (till January 10, 2023)
- Group Discount: 15% (on a minimum nomination of 3 or more participants from the same organization)
- Members Discount: 12% (to members of professional accounting bodies)
- Corporate Partners Discount: 25%

### WHO SHOULD ATTEND?

- Regular Excel users who want to enhance their excel productivity.
- Intermediate-level users who want to sharpen their excel skills.
- Data drivers, working with large data sets.
- Managers engaged with reporting.
- Daily and Periodic reporters.
- Anyone who wants to improve his or her job or career prospects.

### INQUIRIES

#### Contact Us

Program Manager: Syed Rehan Ali  
Email Address: [syed.rehan@icmap.com.pk](mailto:syed.rehan@icmap.com.pk)  
Department Email: [coe@icmap.com.pk](mailto:coe@icmap.com.pk)  
Phone Number: 021-99243900 Ext: 141 | 124  
Direct Number: 021-99243028  
Cell Numbers: 0321-3213486 | 0331-2868426

**NOTE:** For quality learning, registration seats are limited, and on a first come first serve basis. Please register early to avoid any disappointment.

Online Registration

<https://bit.ly/3HVCDV9>

# Advanced Excel, Dashboarding and Reporting Techniques

## MS-Excel:

Spreadsheet software remains one of the most unique pieces of software used in workplaces around the world. Learning to confidently operate this software means adding a highly valuable asset to your employability portfolio. Across the globe, millions of job advertisements requiring Excel skills are posted every day. At a time when digital skills jobs are growing much faster than non-digital jobs, completing this course will position you ahead of others.

In the Advanced course, we will prepare you to become a power user of Excel. The topics we have prepared will challenge you as you learn how to use advanced formula techniques and sophisticated lookups. An in-depth look at spreadsheet design and documentation will prepare you for our big finale, where you will learn how to build dashboards in Excel.

## Course Learning Outcomes

After completion of the Advanced Excel course participants will be able to:

- Use advanced functions and productivity tools to assist in developing worksheets.
- Manipulate data lists using Outline, Auto filter, and Pivot Tables.
- Use Consolidations to summarize and report results from multiple worksheets.
- Create a drop-down list to restrict data entry values.
- Utilize the Conditional formatting features to apply formats to a cell or a range of cells based on specific criteria.
- Differentiate between when to use a relative or an absolute reference in a formula.
- Change the orientation of an array of data using the Transpose function.
- Analyze data using Pivot Tables
- Perform partial searches when filtering or analyzing data using wildcard characters

## Course Overview

This course has been designed for the extreme excel users with the most essential advanced excel features, functions, tools, tricks, and reporting techniques so that the excel users can perform their daily and periodic excel related works professionally and can be the Excel Star in their departments and office. The participants will also learn how to map and manage data and get the core information within a very short time.

## Course Objectives:

After attending this course, participants will be able to:

- Create a dashboard for better decision-making.
- Make calculations of complex formulas easy.
- Eliminate manual work by automating reports.
- Analyze data, make forecasting and improve the company's productivity.

## Excel Advanced Formulas:

The sessions will include:

- Introducing the above-mentioned formulas
- Different types of VLOOKUP
- Multi-criteria lookup
- Various types of LOOKUPS
- How to use advanced formulas with advanced options
- How to use two or more advanced formulas together
- Various use of the OFFSET function
- How to use/apply the excel formulae in various situations
- How to combine two or more excel formulae to get desired results.
- How to combine the formulae with the IF Condition
- When should use the "IF" Conditions?
- Creation of Multiple IF Conditions in One Cell
- Use the IF Conditions with the Other Advance Functions
- How to use nested IF statements in Excel with AND, OR Functions

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## COURSE CONTENTS

Excel Advanced Options
● Various Methods and Options of Pivot Table (End to End – Pivot Table Options)
● Uses of Data Grouping & Ungrouping and Consolidation options
● Various Methods of Filter and Advance Filter options
● Creating and Updating Subtotals
● Various Methods of Text to Column options
● Uses of Goal Seek and Scenarios Manager
● Various Methods of Sorting Data
● Creating, Formatting, and Modifying Chart
● Data Validation, creating drop-down lists using different data sources.
● Linking Workbooks and Using of Edit Link options
● Formula Auditing features and Trace formula errors
● Uses of Name Manager
● Various ways to Protect and Share Workbooks, Worksheets, and Cell ranges.
● Various ways to use Conditional Formatting
● Data Import from Access and Web
● Various ways to use Power Query
● Various ways How to use Power Pivot

## Course Benefits

This course provides an insight into advanced functions typically used in organizations to summarize, analyze, explore, and present visualizations of data.

### This course is particularly useful if you need to:

- Handle large amounts of data.
- Aggregate numeric data and summarize it into categories and sub-categories.
- Expand and collapse or drill down into levels of data to focus on areas of interest.
- Filtering, sorting, and grouping data or subsets of data.
- Generate pivot tables.
- Present concise visual reports of complex data

Excel Pivot Table & Intro to Power BI
● Pivot Table Basic
● Pivot Table for Grouping
● Pivot Table Slicer
● Pivot Table Refresh, Change Source, Action, and Calculation
● Pivot Table Options, Expand & Collapse
● Pivot Table Chart and Dashboard
● Pivot Table Dashboard Using Slicer New

## Learn the Power BI Basics

You'll start by looking at some of the fundamentals of Power BI, getting to grips with Data, Model, and Report views. You'll learn to load data sets, build a data model, and discover how to shape and transform your data with Power Query Editor. As you progress through the course, you'll have access to hands-on exercises that can hone your skills. You'll look at various visualizations, sort different data types, and learn to drill into your reports. Once you've covered Power BI in general, you can dig into its options for data visualization. Learn to choose the right visual for your dataset and type, how to make changes to follow visualization best practices and tell a strong story with your data and learn to sort and format your data for clearer storytelling.

- Getting Started with Power BI
- Transforming Data
- Visualizing Data
- Filtering



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## TRAINER PROFILE

### Syed Hassan Al-Ahdal

20+ YEARS OF CORPORATE ACCOUNTING & REPORTING EXPERIENCE

FCMA, FPFA, MCOM, MBA, CERTIFIED BI, ADVANCED EXCEL & POWER BI CORPORATE TRAINER

Received Best Faculty Awards & Performance Shields from ICMAP, Expert in Advanced Analytics | Advanced Excel, Power BI & Visualization, Data Analysis in Python using Pandas | Consultant, Analyst & Mentor

No less than Warren Buffett has explained the importance of business efficiency in every profession. Whether you subscribe to the 80/20 rule of productivity or Buffett's 5/25 of goal setting, shortening the time you spend in rote data entry and formatting helps to increase your efficacy as an accountant. These days, any managerial or analyst role requires that you work with data.

Excel remains one of the most powerful and easy-to-use tools when it comes to crunching data. Learning Excel in a proper, structured way cannot only help you save time, but it will also help you become better at your job and can give you time to focus on things and people that matter

## ABOUT THE TRAINER:

**SYED HASSAN**, FCMA is a Senior Management Accountant by profession. Syed is a recognized Corporate Trainer & Technology Instructor. Syed possesses in-depth knowledge of leading ERP's. He has a solid knack in Accounting and linked Technology with his Advanced Analytics & BI Reporting, Data Wrangling & Visualization skillsets, Python for Data Analysis, etc.

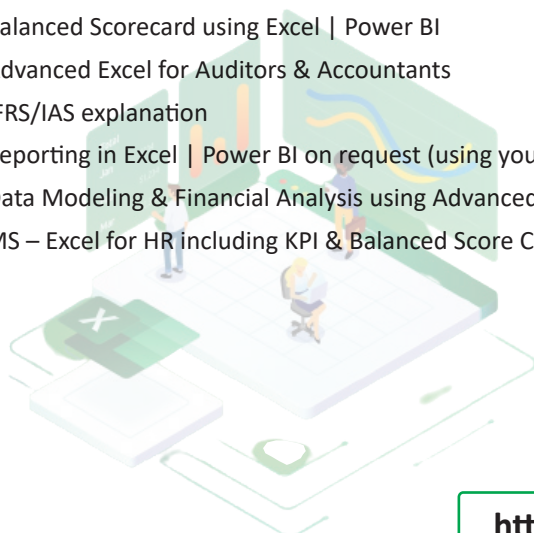
Syed Hassan has conducted several workshops and training on Data Analytics, Advanced MS-Excel, Power Query, Power Pivot, and Power BI. He has 20+ years of experience in Accounting, Finance & Reporting. He is also a certified BI. SYED possesses an extensive 10+ years of experience in Advanced Analytics & Management Reporting

## CORPORATE TRAINER, CONSULTANT & ANALYST CMA PAKISTAN FACULTY

- Using Accounting & Analytics in Solving Business Problems
- Financial Modeling using Excel
- Problem Solving & Decision-Making using Analytics in Excel
- Statistics & Finance for better decisions in Excel
- Designing Business Key Performance Indicators using Excel
- Balanced Scorecard using Excel | Power BI
- Advanced Excel for Auditors & Accountants
- IFRS/IAS explanation
- Reporting in Excel | Power BI on request (using your data)
- Data Modeling & Financial Analysis using Advanced Excel
- MS – Excel for HR including KPI & Balanced Score Cards
- Award / Roll of Honor: Received best faculty award from ICMA Pakistan
- Performance shield from ICMA Pakistan [Research & Publications]
- Recognition shield from ICMA Pakistan [for contributing in Syllabus]
- Participated in career counselling sessions with ICMA Pakistan]

## CONDUCTED TRAINING, AND WORKSHOPS IN THESE SECTORS

- Pakistan Civil Aviation Authority
- ICMA Pakistan
- IBP, Bank & FIs
- Modaraba
- Pharmaceutical
- Educational & Professional Institutes
- Others



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## OTHER UPCOMING TRAINING PROGRAMS

- Internal Audit and Risk Management (January 24 & 25, 2023)
- Leadership - A Roadmap to Success (January 30 & 31, 2023)

## IN-HOUSE TRAINING

If you wish to conduct the same or a similar course as an in-house learning engagement, then feel free to email us at [coe@icmap.com.pk](mailto:coe@icmap.com.pk)

## INVESTMENT FEES AND DISCOUNTS

<b>Investment Fee:</b>	<b>PKR 16,000/participant (Plus GST)</b>
<b>Early Bird Discount:</b>	5% (till January 10, 2023)
<b>Group Discount:</b>	15% (on a minimum nomination of 3 or more participants from the same organization)
<b>Members Discount:</b>	12% (to members of professional accounting bodies)
<b>Corporate Partners Discount:</b>	25%
<b>Note:</b>	All prices are subject to 5% sales tax or any other tax that may apply

## WHAT IS INCLUDED?

The training investment includes; E-Handouts, Presentation and Certificate of participation.

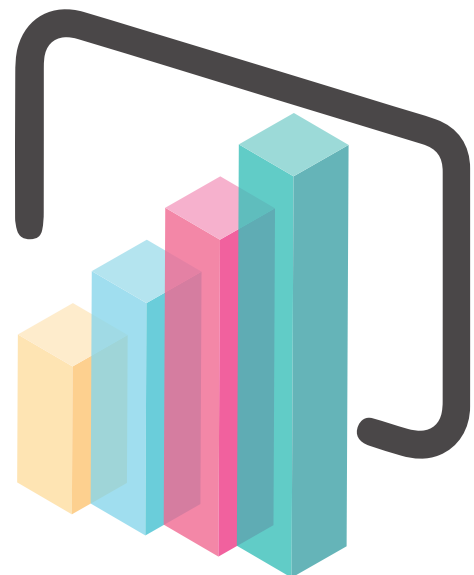
## HOW TO REGISTER?

### Contact Us

Program Manager: Syed Rehan Ali  
Email Address: [syed.rehan@icmap.com.pk](mailto:syed.rehan@icmap.com.pk)  
Department Email: [coe@icmap.com.pk](mailto:coe@icmap.com.pk)  
Phone Number: 021-99243900 Ext: 141 | 124  
Direct Number: 021-99243028  
Cell Numbers: 0321-3213486 | 0331-2868426

## ONLINE REGISTRATION

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With Best Regards,  
**Sumreen Noman Ansari**  
Director - Centre of Excellence | ICMA PAKISTAN

Head Office: ST-18/C, ICMAP Avenue, Block-6, Gulshan-e-Iqbal, Karachi - 75300