

DESIGNING DASHBOARD

using EXCEL



In the today's challenging business environment, one of the most sought after skills for business and finance professionals is their ability to quickly analyze, summarize and report on the available data. By using Excel Reporter methodology, we design all frequently used reports only once in Microsoft Excel and then. When required, we don't have to work on these reports again and it will be a matter of click next time. This methodology saves a lot of time and helps a lot in improving reporting performance. Keeping in view its importance, LBC is organizing a workshop to enhance the professionals, knowledge to design Excel Reporter. This training realizes the advantages of using a spreadsheets to its full potential. The course is entirely 'hands on' so the attendees will get practice in using the Microsoft Advanced Excel 2013 to design an Excel Reporter.

OBJECTIVE OF THE 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 models.

WHO SHOULD ATTEND?

Managers, Business Executives/Professionals, students of ICMAP and other professional bodies.

COURSE LEADER

Mr. Tahir Mahmood Fazal, Associate Certified Financial Accountants, MBA (Finance & IT) has more than 17 years diversified industry exposure. He is a Professional Trainer of Institute of Cost and Management Accountants of Pakistan, Lahore University of Management Sciences (LUMS), University of Management and Technology Sciences (UMT). He has involved in corporate training's, workshops and seminars & in regular classes for Data Analysis. Dashboard Reporting, Excel Spreadsheets techniques, advanced charting and advanced reports development. Mr. Tahir possesses special skills in MS Excel 2013. He has trained more than 1500 employees and his clients include names like Telenor Pakistan, DG Cement, Total PARCo, Army Welfare Trust, DESTO, APL NADRA, Bureau of Statistics, Government of the Punjab, Wi-Tribe, Scomi Oil, Weather Fords, and others with 100% satisfaction



Seats are limited: Registration will be on first come first serve basis

Registration: Habib-ullah Shami, 0333-8306003, cpd_lhr@icmap.com.pk

Date & Time : 23-28 October 2017 (06:00pm to 10:00pm)

Venue : ICMAP Building, 42-Ferozpur Road, Lahore

Registration Fee: ICMAP/ICAP/PIPFA Students	Rs. 4,000/-
Members/QCMAs/Corporate Partners	Rs. 6,000/-
Non Member	Rs. 10,000/-

50% of the Member's Fee will be charged to the senior Members (Above 60 Years)

**CPD
24 Hrs**

Salman Haider, FCMA

Convener, CPD Committee
Lahore Branch Council
Cell: 0321-489 8624

Muhamamd Yasin, FCMA

Chairman
Lahore Branch Council
Cell: 0332-848 6004



ICMA
PAKISTAN

Institute of Cost and Management Accountants of Pakistan

LAHORE BRANCH COUNCIL



Eight Days Comprehensive Workshop on

DESIGNING DASHBOARD using **EXCEL**



Course Content

Module 1: Collecting and Organizing Data in Excel

Create a Pivot Table, Pivot Table Tool Bar, Sort Grouped and Ungrouped Data, Consolidating Data, Using Calculated Items and Fields

Module 2: Summarizing Data and Designing Custom Reports

Microsoft Query, Application of MS Query, MS Query Example, Consolidation of Data Advanced, Performing Magic With Pivot Table Practical Example

Module 3: Using Microsoft Access

Tables, Relationships, Summarizing data using Queries, Types of Queries, Using Criteria, Linking data to Excel Reporter

Module 4: Data Manipulation Functions

Logical Functions, Lookup Functions, Count Functions, Text Functions, Date and Time Functions, Financial Functions

Module 5: Using Controls, Filters and Formula Auditing

Controls, Databases and Lists, Advance Filters, Database Functions, Formula Auditing

Module 6: Introduction to VBA

Introduction to VBA, Macros Absolute and Relative Reference, Designing Custom Functions, Excel Add-Ins, Designing and using Add-Ins

Module 7: Security, Formatting, Charts, Essential Functions

Security, Conditional Formatting, Using Group and Outline, Advance Charting, Gantt Chart etc.

Module 8: User Form and Custom Menu

User Forms, Adding Controls to a User Form, Formatting Controls, Introducing Events, Additional ActiveX Controls, Working with List Boxes and Combo Boxes

STRIVING TO DEVELOP PROFESSIONAL SKILLS



Institute of Cost & Management Accountants of Pakistan
ICMA Campus, Lahore.

(Registration Form)

Participant (s) Name: _____

ICMAP Membership #: _____

Designation: _____

Company Name: _____

Address: _____

Tel #: _____ Fax #: _____

E-Mail: _____ Web add: _____

CNIC No.: _____ Cell #: _____

Signature

Date

- Mode of payment: By Cross Cheque
 By Pay Order
 Online Credit Card
(For ICMAP Members Only)

Authorized Signature & Company Seal

For information and further details please contact CPD, department Lahore

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