



ICMA
Pakistan

**Institute of Cost and Management
Accountants of Pakistan**

Good News for Beginners to Intermediate Level Users

Workshop on MS Excel 2013



Microsoft
Excel
2013

As part of the professional development of the members and students of ICMA Pakistan, the CPD Committee is organizing one day workshop on "MS Excel – Beginner to Intermediate Level" on Sunday, 29th April 2018.

Major Features:

- LEARN to use 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
- CREATE charts & graphs to make your data meaningful

Course Details:

Basic

Overview of Basics

Formatting, Printing & Page Setup, Useful Shortcut Keys

Analyzing Data

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

Tables in Excel

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

Intermediate

Formula/Functions

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

Pivot Table/Charts

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

Collaborating with People

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

Trainer Profile:

Mr. Tahir Mahmood Fazal, Associate Certified Financial Accountant, 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 [ICMA Pakistan], Lahore University of Management Sciences (LUMS), University of the Punjab, Skill Development Council of Pakistan, Pakistan Industrial Technical Assistance Centre. He has involved in Corporate Trainings, Workshops, and Seminars & in Regular classes for Data Analysis, Dashboard Reporting, Excel Spreadsheets techniques, advanced charting techniques and Advanced Reports Development. Mr. Tahir possesses special skills in MS Excel 2007, 2010 & 2013. He has trained more than 1500 employees of Corporates (LUMS, ICMA Pakistan, Save the Children, NADRA, WITRIBE, Telenor Pakistan, DG Cement, KSB Pumps, Attock Petroleum Limited, Scomi Oil Fields, Weatherfords Oil Company, ATLAS COPCO and others) with 100% Satisfactions.

Event Details

Day & Date : Sunday, April 29, 2018

Timings : 9:00 am to 5:00 pm

Fee : Members Rs. 1,200/-
: Students Rs. 1,000/-
: Others Rs. 1,500/-

Venue : ICMA Pakistan Faisalabad Campus

**CPD
Hours
8**

For Registration Please Contact

Muhammad Usman Siddique

0300-6644166

With warm regards:

Abdul Shakoor, FCMA
Chairman CPD Committee
Faisalabad Branch Council

Muhammad Ashfaq Ahmad Naz, FCMA
Chairman
Faisalabad Branch Council