



**ICMA**  
Pakistan

# INSTITUTE OF COST & MANAGEMENT ACCOUNTANTS OF PAKISTAN

## WORKSHOP MICROSOFT EXCEL 2016 - INTERMEDIATE LEVEL

**Saturday, April, 14, 2018 - 09:00am - 05:00pm**

Islamabad Branch Council (IBC) of the Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan) is pleased to announce 1 day Training Workshop on Microsoft Excel 2016 - Intermediate Level on Saturday, April, 14, 2018. The workshop will be an opportunity for the participants to explore the power of excel. The workshop will provide a thorough understanding of tools and techniques used for summarizing and analyzing of data and automation of tasks.

**Resource Person**

**NAVEED UR REHMAN**

FCMA, DAIB, ACIS, PGD-IT, M.Com, Ph.D (Scholar)



Scholar with 18 years experience in the field of Accounting, Finance and Commerce Teaching. He is professional mentor of Institute of Cost & Management Accountants of Pakistan, Army Public College of Management Sciences, Audit & Accounts Training Institute. He has been involved in training, workshops and regular classes for accounting software and taxation.

## THE WORKSHOP OUTLINE

- ▶ Excel Basics
- ▶ Formatting
- ▶ Printing and Page Setup
- ▶ Useful Shortcut Keys
- ▶ Sorting and Filtering
- ▶ Conditional Formatting
- ▶ Charts
- ▶ Sub-Total
- ▶ Scenario Manager
- ▶ Goal Seek
- ▶ Data Table
- ▶ Table Style Options
- ▶ Add/Remove Row/Column
- ▶ Remove Duplicate
- ▶ Convert into Normal Range
- ▶ Insert Sheet
- ▶ Pivot Tables
- ▶ Relative vs Absolute
- ▶ Hyperlink
- ▶ Linking of files, Etc.

**8 CPD Hours**

### YOUR INVESTMENT

Students of ICMAP/ICAP	Rs. 1,000
Members of ICMAP/ICAP:	Rs. 1,500
Non-Members of ICMAP/ICAP:	Rs. 2,000

### PAYMENT MODE

Bank Draft / Cash in favour of "ICMAP-IBC"  
"This fee includes the course material, Lunch & Refreshments."

### CONTACT FOR REGISTRATION

Zahir Mehmood Abbasi  
Officer, Members Affairs & Library  
Phone: + 92 - 051 - 4435170  
Cell No: + 92 - 0300-9832906  
Email: zahir.mahmood@icmap.com.pk

### WORKSHOP VENUE

ICMA Pakistan,  
Plot No. 16, Sector H-9, ISLAMABAD

Zaigham Ali Shah  
Chairman  
CPD Committee

Adil Amin  
FCMA  
Secretary, IBC

Jahangir Ahmed Kayani  
FCMA  
Vice Chairman, IBC

Syed Mubashir Ali  
FCMA  
Chairman, IBC