



Workshop on Advance Excel 2013
"To Achieve Excellence in Excel"

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TO ACHIEVE EXCELLENCE IN EXCEL



Workshop Objective:

The main objective of this Workshop is "To Achieve Excellence in Excel" by understanding references used, applying advance functions, using pivot table & charts, using analytical / optimization tools for optimal decision making, automating repetitive tasks using macros & many more.....

Date: Saturday & Sunday, November 19 & 20, 2016
Timing: 9:30 am to 5:30 pm (Followed by Hi-Tea & Lunch)
Fee: Members ICMAP, ICAP, PIPFA, ICSP Rs. 3000/-
 Students and Qualified Rs. 2000/-
 Others Rs.5000/-
Venue: ICMAP City Campus, Soldier Bazar, Karachi
Registration: Limited Seats on first come first serve basis

CPD
16 HOURS



Mr. Saifullah
Manager Accounts & Tax
Crescent Syndicate

Brief Profile:

Mr. Saifullah has an associate member of Institute of Cost and Management Accountant of Pakistan with almost 7 years professional experience of Accounts, Tax & Audit and Currently, he is serving as Manager Accounts & Tax at Crescent Syndicate.

Who Should Attend?

Participants who have some basic knowledge and is intended to achieve an Excellence in Excel

Venue:

ICMAP City Campus,
Soldier Bazar, Karachi

CPD

HOURS: 16

Workshop Outline:

Day 1 Contents

Understanding References

Relative, Absolute, Mixed Reference
Defining & Using Name as reference

Working with Advance Functions

Logical Functions

IF, Nested IF, IF AND, IF OR

Lookup Functions

H-lookup
V-lookup (with False & with True)
V-lookup (including if-error function)
Reverse V-lookup also known as Index Match
Two Dimensional Look-up
Offset Functions

Financial Functions

PMT,RATE,NPER, PV, FV Functions

Date & Time Functions

Now, Today
Date, Year, Month, Day
Time, Hour, Minute, Second
Weekday, Workday, Networkdays
Difference between 2 Dates

Text Functions

Left, Right, Mid, Lower, Upper, Proper, Trim, Concatenate

Database Functions

DSUM, DCOUNT, DAVERAGE, DMAX, DMIN

Working with PivotTables

Understanding PivotTables
Creating PivotTables & Charts
Sorting & refreshing Pivot Table
Grouping Data
Creating Slicer
Using Timeline

Consolidating Data Using

Internal Consolidation, External Consolidation & 3-D Reference

Using Formula Auditing Tools

Day 2 Contents

Facilitating & Restricting Users

Data Validation which include Custom Data Validation & Data Validation (incl. Dependent List)
Controls(Combo Box, List Box, Check Box, option Button, Spin Button, Scroll Bar)

Using Analytical / Optimization Tools

Using Scenario Manager
Using Goal seek
Using Data Tables (up to 2 Variables)
Using Solver for Optimization
Defining set Objective, Changing Variable & Constraints
Finding Optimal Solution

Automating Your Repetitive Tasks Using Macros

Introduction to Macros
Recording Macros (Absolute as well as Relative)
Saving a Macro-Enabled Workbook
Running / Executing Macros
Creating a Button to execute Macro

Important Functions to know

Linking Cells (linking a cell, linking a range of cells, transpose and link an array, Hyperlinks)
Conditional Formatting
Custom Formatting
Customized Sorting
Go to Special
Using XL Camera
Track Changes
Spell Number into Text (5,000>>>> Five Thousands Only)
Let your system / Laptop speak

The main objective of this workshop is to achieve Excellence in Excel so practical application of almost every function will be discussed during workshop

With warm regards:

Danish Naem, ACMA
Secretary / Treasurer
Karachi Branch Council

Ahsan Elahi Vohra, FCMA
Chairman
Karachi Branch Council

FOR REGISTRATION & FURTHER DETAILS, PLEASE VISIT THE WEBSITE OR CONTACT:

Liaison Office- Karachi Branch Council

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