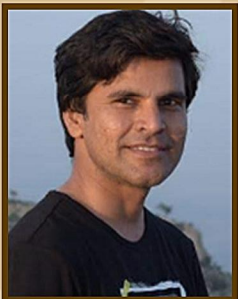


Workshop on Intermediate & Advanced Excel

Course Outline

- Basic Introduction with Excel;
- Detailed use of Commands;
- Formatting and Sorting data;
- Filtering and sizing;
- Sheet and work book security;
- Layout setting;
- Merging sheets and hyperlink applications;
- Basic Excel Formulas;
- Vlookup and Pivot table etc.

Trainer



Abdul Shakoor Narejo, ACMA

Abdul Shakoor Narejo is an Associate Member of ICMA Pakistan. Cost and Management Accountant by profession, a motivational speaker, trainer, story writer, and an inspirational leader. He has conducted seminars and training sessions with ICMA Pakistan, SZABIST, Adarsh Speakers Forum, British Council, Youth Arena, Social Development Trust Sindh (SDTS) and Memon Health and Education Foundation. He worked with British Council under Active citizen program in educational awareness campaigns. As a motivational speaker, he uses the catch phrase "it's possible!" and teaches people to follow their dreams.

His Ten-years exposure of industry experience consists of finance, accountancy and public dealings. With a notable and devoted attitude; has achieved number of performance awards and became the part of middle management of well-known companies of Pakistan.

Program Details:

Day, Date & Timing:

Saturday, April 11th, 2020
10:00 am to 05:00 pm. (Inclusive Lunch)

Venue:

IT Lab, ICMA Pakistan, North Nazimabad Campus, Karachi

Investment/Fee:

Students, ICMA Pakistan : Rs. 1,000/-
Others : Rs. 2,000/-

CPD Credit:

7 Hours

Limited Seats are Available

With warm regards:

Hakim Ali

Chairman
Students Affairs Committee, KBC

Shaham Ahmed

Chairman
CPD Committee, KBC

Farough Ali Naweed

Secretary & Treasurer
Karachi Branch Council

Azeem Hussain

Vice Chairman
Karachi Branch Council

Syed Babar Ali

Chairman
Karachi Branch Council

For further details & registration, please visit the website or contact:

Liaison Office, Karachi Branch Council 1st Floor, ST-18 / C, ICMA Pakistan Avenue, Block-6, Gulshan-e-Iqbal, Karachi
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