



WORKSHOP

EXCELLENCE IN EXCEL 2013



Microsoft Excel

CPD
16 Hours

Trainer:

Mr. Faraz Ahmed, ACMA

Date & Timing: Saturday & Sunday April 28 & 29, 2018
10:00 am to 6:00 pm

Venue: IT Lab. ICMA Pakistan, Head Office, Karachi

Fee: ICMA Pakistan Students and Qualified Rs. 2,000/-
Others Rs. 5,000/- (Inclusive of Teas & Lunch)

TRAINER'S PROFILE:

Mr. Faraz Ahmed is an Associate Member of the Institute of Cost and Management Accountants of Pakistan. As a Finance professional, he has more than Fifteen years of diversified practical exposure mainly in core Accounting, Financial Analysis & Management Reporting. Currently, he is working in Alpha Insurance Company Ltd. as Chief Internal Auditor / Assistant General Manager. He has in-depth knowledge of MS Excel and provided various trainings on Advanced Excel at Institute of Cost and Management Account of Pakistan (ICMA Pakistan).

CONTENTS OF WORKSHOP:

DAY 1: INTERMEDIATE LEVEL

1. WORKING WITH THE USER INTERFACE

Introducing the Ribbon User Interface
Introducing Workbooks & Worksheets
Introducing the Formula Bar
Customizing the User Interface

2. USING FORMATTING TECHNIQUES

Formatting Numbers & Dates
Formatting Cells, Font Type, Color & Size
Using Borders & Cell Styles
Adding Shapes, Pictures & Word Art

3. FORMULA BASICS

Constants, Formulas & Cell References,
Creating an Absolute And Mixed Reference
Using Formulas with Dates & Text
Linking Cells

4. USEFUL FUNCTIONS

Sorting & Filtering Data
Using the INT, ABS, Rounding Function
Using the Sub Total Function
Using Logical Functions
Using the AND & the OR Function
Using LEFT, RIGHT & MID Functions
Using UPPER, PROPER & TRIM Functions
Using COUNT, COUNTA Functions
Using SUMIF, COUNTIF Functions

5. CREATING REPORTS

Creating a Subtotal Report
Using Conditional Formatting

Creating & Managing Conditions
Creating a Chart

6. SHARING & DISTRIBUTING YOUR WORK

Inserting Headers & Footers
Adding Comments
Adjusting Page Layout
Protecting Your Worksheets, Sheets and Cell

DAY 2: ADVANCED LEVEL

1. SUMMARIZING DATA

Creating Subtotals Report
Formatting the Subtotal Rows
Adding and Copying with Subtotals
Consolidating Data
Using Array Formulas
Utilizing Fill Handle Tricks

2. WORKING WITH PIVOT TABLES

Creating a Pivot Table
Rearranging Fields in a Pivot Table
Explaining the Report Layout Options
Using the Report Filters Feature
Using Date Filters
Drilling Down in the Pivot Table
Sorting a Pivot Table
Formatting a Pivot Table
Creating Custom Formats
Explaining the Grouping Options
Adding Formulas to a Pivot Table
Changing a Calculation in a Pivot Table

Counting with Pivot Table
Using Pivot Charts

3. CREATING POWERFUL FORMULAS

Using Goal Seek
Using Data Validation
Database Functions
Advance Filtering
Consolidation & Grouping
Using Scenario Manager
Using Solver Technique
Auditing Formulas
Using Paste Special Techniques
Breaking Apart Text
Using the VLOOKUP Function
Using Index Match

4. RECORDING MACROS

Displaying the Developer Tab
Recording a Simple Macro
Recording Using Relative References

5. TIPS & TRICKS

Using the Fill Handle
Filling in a Series of Numbers
Typing in Multiple Cells at Once
Leveraging a Custom List Transposing a Range
Deleting & Inserting Blank Cells
Make Format Painter & Paste Special Formats
Creating Cell Border Effects & Sorting on Color
Highlight Formulas

With warm regards:

Shaham Ahmed, ACMA
Chairman, CPD Committee
Karachi Branch Council

Noman Bombaywala, FCMA
Chairman
Karachi Branch Council



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

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