



WORKSHOP

ON ADVANCED EXCEL 2013



Microsoft Excel

Registration

Limited Seats on first come first serve basis

CPD
16 Hours

Date & Timing:

Friday & Saturday, October 20 & 21, 2017
9:30 am to 5:30 pm (Followed by Tea & Lunch)

Fee:

Members ICMAP, ICAP, PIPFA, ICSP Rs. 4000/-
ICMAP Students and Qualified Rs. 3000/- Others Rs. 6000/-

Venue :

IT Lab. ICMAP (H.O), Karachi

TRAINER'S PROFILE:

Mr. Arshad Alam (M.COM, ACMA) Trainer Is An Associate Member Of ICMAP Having Obtained Master Degree In Commerce. He Has More Than Five (5) Years As Lecturer / Demonstrator In Various Universities And Four (4) Years Corporate Exposure. He Has Conducted Many Workshops And Also Educated A Lot Of Corporate Individuals. Trainer Has A Unique Methodology And Valuable Contents, Which Delivers Excellent Output In Shortest Possible Time.

Workshop Outline:

1. Working With The User Interface

Introduction to Excel
Difference in Work Book & Work Sheet
How to Pin Files
Saving with Different File Extension

2. Entering & Managing Data

Getting Data into Excel
Using the Freeze Pans
Managing Rows and Columns
Advance Sorting & Filter
Complex Horizontal & Vertical Sorting
Advance Data Validation

3. Using Formatting Techniques

Formatting Numbers and Dates
Formatting Cells, Font type, Color & Size
Using Boards & Cell Styles

4. Formula Basics

Understanding the order of Operation
Using Formulas with Date & Text
Linking Cell
Relative Vs Absolute Reference
Defining Named Rages
Exploring the Function Library

5. Date & Time Function

Now, Today
Date, Year, Month, Day
Time, Hour, Minute, Second

Difference between 2 Dates
Advance Date Functions

6. Advance Useful Functions

Calculate Total, Average, Maximum, Minimum and Remarks by using Excel Functions
D-Maximum, D-Minimum D-Average and D-Sum
Using Simple IF, Nested if, IF(OR, IF(AND & IF(NOT
Find IF(MAX, IF(MIN, IF(SUM, IF(COUNT, IF(COUNTIF, IF(SUMIF, & IF(AVERAGE
Counts the Cells that contains Numbers & COUNTBLANK
Using SumIf & CountIf
Using left, Right & Mid Functions
Using Upper, Lower & Proper Function

7. Creating Reports

Creating Advance Subtotal Report
Advance Conditional Formatting
Creating & Managing Conditions
Inserting Header & Footer
Adding Comments
Adjusting Pages Layout
Pivot Table

8. Lookup Functions

H-Lookup
V-Lookup (with False & with True)
V-Lookup (including if-error function)
Offset Functions
Dynamic function (H-Lookup with Offset)

9. 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

10. Uses Of Graphical Tools For Dashboard Reports

Spin Button
Scroll Bars
List Box
Combo Box
Check Box
Radio Button
Group Box
Option Buttons

11. 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

With warm regards:

Danish Naeem, FCMA
Secretary / Treasurer
Karachi Branch Council

Ahsan Elahi Vohra, FCMA
Chairman
Karachi Branch Council



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

Liaison Office, Karachi Branch Council 1st Floor, ST-18 / C, ICMAP Avenue, Block-6, Gulshan-e-Iqbal, Karachi
Tel #: 021-99243551 (D), 021-99243598 (Ext-213), Cell #: 0336-2299486 E-mail: kbc@icmap.com.pk, www.icmap.com.pk