



# WORKSHOP

## ON ADVANCE EXCEL 2013



### Registration

Limited Seats on first come first serve basis

**CPD**  
16 Hours

Resource Person:

**Mr. Arshad Alam, ACMA, M.Com**

**Date & Timing:** Friday & Saturday, January 13 & 14, 2017  
9:30 am to 5:30 pm (Followed by Tea & Lunch)

**Fee:** Members ICMAP, ICAP, PIPFA, ICSP Rs. 3000/-  
ICMAP Students and Qualified Rs. 2000/- Others Rs. 5000/-

### 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, ACMA**  
Secretary / Treasurer  
Karachi Branch Council

**Ahsan Elahi Vohra, FCMA**  
Chairman  
Karachi Branch Council



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

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