



A comprehensive workshop on

# DESIGNING DASHBOARD

using **MS EXCEL**

In the today's challenging business environment, one of the most sought after skill for Business and Finance professionals is their ability to quickly analyze, summarize and report on the available data. By using Excel Reporter methodology, we design all frequently used reports only once in Microsoft Excel and then; when required, we don't have to work on these reports again and it will be a matter of click next time. This methodology saves lot of time and helps a lot in improving reporting performance. Keeping in view its importance, LBC is organizing a workshop to enhance the professionals' knowledge to design Excel Reporter. This training realizes the advantages of using a spreadsheet to its full potential. The course is entirely 'hands on', so the attendees will get practice in using Microsoft Advanced Excel 2010 to design an Excel Reporter.

#### OBJECTIVE OF THE WORKSHOP:

This practical course will help to take your analytical skills to the next level of accuracy. Intensive and hands-on, the course is designed to equip you with step-by-step guides for effectively structuring and managing an accurate financial model

#### WHO SHOULD ATTEND?

Managers, Business Executives / Professionals, students of ICMAP and other professional bodies

#### TRAINER PROFILE:

Mr. Tahir Mahmood Fazal, MBA (Finance & IT) has more than 16 years diversified industry exposure. He is a Professional Trainer of Skill Development Council of Pakistan (SDC), Pakistan Industrial Technical Assistance Centre. He has been involved in corporate trainings, Workshops, Seminars & in Regulars classes for Data Analysis, Dashboard Reporting, Excel Spreadsheets techniques, advanced charting techniques and Advanced Reports Development. Mr. Tahir possesses special skills in MS Excel 2003, 2007 & 2010

**Date & Time:** 14,15,16,17,18,21,22,23 November, 2016 (From 06:00pm to 10:00pm)

**Venue:** ICMA Pakistan, Lahore Campus.

**Registration Fee:** ICMA Members/ Qualified CMAs/ Corporate Partners: Rs. 6,000/- ,  
ICMA Students Rs. 3,000/- , Non-member Rs. 10,000/-  
50% of the Member's fee will be charged to the senior Members(Above 60 Years)

**CPD Hours:** 32 CPD Hours

**Seats are limited: Registration will be on first come first serve basis**

**Salman Haider** (FCMA)  
Chairman, CPD Committee  
Lahore Branch Council, ICMAP  
Cell: 0321-489 8624

**Awais Yasin** (ACMA)  
Secretary  
Lahore Branch Council, ICMAP  
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**Muhammad Yasin**, FCMA  
Chairman  
Lahore Branch Council,  
ICMA Pakistan  
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# Course Content

## **Module 1: Collecting and Organizing Data in Excel**

Create a Pivot Table, Pivot Table Tool Bar, Sort Grouped and Ungrouped Data, Consolidating Data, Using Calculated Items and Fields

## **Module 2: Summarizing Data and Designing Custom Reports**

Microsoft Query, Application of MS Query, MS Query Example, Consolidation of Data Advanced, Performing Magic With Pivot Table Practical Example

## **Module 3: Using Microsoft Access**

Tables, Relationships, Summarizing data using Queries, Types of Queries, Using Criteria, Linking data to Excel Reporter

## **Module 4: Data Manipulation Functions**

Logical Functions, Lookup Functions, Count Functions, Text Functions, Date and Time Functions, Financial Functions

## **Module 5: Using Controls, Filters and Formula Auditing**

Controls, Databases and Lists, Advance Filters, Database Functions, Formula Auditing

## **Module 6: Introduction to VBA**

Introduction to VBA, Macros Absolute and Relative Reference, Designing Custom Functions, Excel Add-Ins, Designing and using Add-Ins

## **Module 7: Security, Formatting, Charts, Essential Functions**

Security, Conditional Formatting, Using Group and Outline, Advance Charting, Gantt Chart etc.

## **Module 8: User Form and Custom Menu**

User Forms, Adding Controls to a User Form, Formatting Controls, Introducing Events, Additional ActiveX Controls, Working with List Boxes and Combo Boxes

**STRIVING TO DEVELOP PROFESSIONAL SKILLS**





**Institute of Cost & Management Accountants of Pakistan**  
ICMA Campus, Lahore.

**(Registration Form)**

Participant (s) Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ICMAP Membership #: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web add: \_\_\_\_\_

CNIC No.: \_\_\_\_\_ Cell #: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Mode of payment:  By Cross Cheque  
 By Pay Order  
 Online Credit Card  
(For ICMAP Members Only)

\_\_\_\_\_  
Authorized Signature & Company Seal

For information and further details please contact CPD, department Lahore

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