

# Office



Excel



OneNote



Outlook



Word



PowerPoint

## Five Days Comprehensive Workshop on **MS Office** **2010, 2013** Tuesday / Saturday, 11-15 December, 2018

In today's challenging environment business decisions are increasingly based on numbers rather than ideas. Any decision on company policy has to be backed by detailed and accurate data that can stand the scrutiny of both management and stakeholders. This is especially true for financial planning where consistent and correct application of tools and techniques can help you accurately forecast 'what if' scenarios and design realistic forecasts which in turn lead to successful business decisions. Your ability to construct a better and more comprehensive financial model will determine the success or failure of your organization's growth and development.

Lahore Branch Council (LBC) has always come forward to provide a platform for personal and professional development of the Members and Students by organizing programs on capacity building, grooming and personality development keeping in the view of the importance of the role of official documentation, Lahore Branch Council of ICMA Pakistan is organizing a Comprehensive 5-days Workshop on "MS Office 2010, 2013" at ICMA Campus, Lahore. This course is designed especially for the newly qualified Members & Students who are working on junior level are in the process of job hunting to enhance their market acceptability.

### Objective of the Workshop:

This practical training 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 guide for effectively structuring and managing an accurate financial model.

The detail of Training Course for Professional and Students is given below:

- Improve your computer efficiency
- Get more done in less time
- Packed with shortcut keys, MS professional tips and tricks
- Straight answers to all your MS Office questions
- Distinguish yourself at your workplace

**Day & Date:** Tuesday / Saturday, 11-15 December, 2018

**Timing:** 6:00 pm to 10:00 pm

**Venue:** ICMA Pakistan Campus, Lahore

**Investment/ Fee**

Members ICMA Pakistan/ ICAP/ PIPFA/ CIMA/ ACCA : Rs. 4,000  
Students, Female Members & Senior Members : Rs. 3,000  
Non-Members : Rs. 5,000



With warm regards:

**Awais Yasin, FCMA**  
Chairman, CPD Committee  
Lahore Branch Council

**Syed Ali Asjad Rizvi, FCMA**  
Chairman,  
Lahore Branch Council

### TRAINER PROFILE:

Mr. Tahir Mahmood Fazal, Associate Certified Financial Accountants, MBA (Finance & IT) has more than 17 Years diversified industry exposure. He is a Professional Trainer of Institute of Cost and Management Accountants of Pakistan [ICMA Pakistan], Lahore University of Management Sciences (LUMS), University of the Punjab, University of Management and Technology [UMT], Skill Development Council of Pakistan, Pakistan Industrial Technical Assistance Centre. Has been involved in Corporate Trainings, Workshops, and Seminars & in Regular classes for



Data Analysis, Dashboard Reporting, Excel Spreadsheets techniques, advanced charting techniques and Advanced Reports Development. Mr. Tahir possesses special skills in MS Excel 2007, 2010 & 2013. He has more than 1500 employees of Corporates (LUMS, ICMA, Save the Children, NADRA, WITRIBE, Telenor Pakistan, DG Cement, KSB Pumps, Attock Petroleum Limited, Scomi Oil Fields, Weatherfords Oil Company, ATLAS COPCO and others) with 100% Satisfaction.

### MS Word - One Day

**Built in Templates** i.e. Internal & External Agenda, Professional Letters, Professional Resumes etc.

**Edit & Paragraph Paste Special, Formatting, and Paragraph, Styles** i.e. Heading 1, Heading 2, Normal etc.

**Insert Cover page, Blank page, page break, Tables, illustrations, Links, Header and Footer, Text and Equations**

**Page Setup Themes, Page Setup, Background, Paragraph Setting, Tab Setting, Align**

**Insert Table of Contents, Footnotes, Citations & bibliography, Captions, Index**

**Mailings Envelopes, Labels, Start Mail Merge,**

**Forms**

### MS Excel – Two Days

**Built in Template** i.e. Internal & External Expenses Sheet, Budget Sheet, Loan Amortization, Invoice, Timesheets, Payroll Sheets etc.

**Edit & Format Paste Special, Formatting, Conditional Formatting, Alignment, Find and Replace etc.**

**Insert Pivot Table, Graphs, Illustrations, Spark lines**

**Page Setup At Advance Level**

**Formulas Text, Financial, Logical etc.**

**Data Consolidation, Whatif Analysis Goal Seek, Solver, Data Table etc.**

**Tools Proofing, Language, Comments on Cell, Protect Worksheets, Workbooks**

**View Workbook Views, Show, Zoom, Window, Macros**

**Forms Coding, Add in , Controls with Spinner, Command, Dropdown List, Scroll Bars etc.**

### MS Power point and MS Outlook 2013 – One Day

**File New, Open, Export, Share, Save, Save As, Edit – Clipboard, Slides, Font, Paragraph**

**Insert Table, Images, Illustration, Drawing, Editing, Links, Text, Symbols, Media.**

**Design Page Setup, Themes, Background.**

**Transition Preview, Transition to this Slide, Timing Animation – Preview , Animation,**

**Slide show Start Slide Show, Setup, Monitors Advance Animation, Timing Review –**

**Proofing, Language, comments, View - Presentation views, Master views, Show**

**Compare. Zoom, Color/Gray scale, Window, Macros**



**ICMA**  
Pakistan

Lahore Branch Council

Five Days  
Comprehensive Workshop on  
MS Office 2010,2013

## Registration Form

### Particulars

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

Member/Reg. No.: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Contact (Res): \_\_\_\_\_

Cell: \_\_\_\_\_

Contact (Off): \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Signature**

Paid through cheque/DD/PO no. \_\_\_\_\_ dated \_\_\_\_\_ amounting

Rs. \_\_\_\_\_ of \_\_\_\_\_ (bank) \_\_\_\_\_ (branch).

*Payment instrument to be made in favor of LBC-ICMAP. Cheque must be drawn on branches located in Lahore.*

Received by Accounts Department \_\_\_\_\_

Remarks: \_\_\_\_\_

**For registration and information, please contact:**

**Mr. Habib-ullah Anwar Shami**

Officer (Continuing Professional Development)

ICMA Pakistan Building, 42, Ferozpur Road, Lahore.

Phone: 042-99214691-93 UAN: 042-111-042-CMA(262) Ext: 31; Fax: 042-99214699 Cell: 0333-8306003

For more information, please visit our website or email: cpd\_lhr@icmap.com.pk