



ICMA
Pakistan

Lahore Branch Council

Workshop on **Advance Excel** From Novice to Professional



18 June to 4 July 2019

0700 pm to 0930 pm
at Lahore Campus



CPD: 20 Hours

Using Microsoft Excel 2013/2016

In today's fast-paced, professional business environment, numbers are everything. Much of our success depends on how well we can manage the data - analyzing, planning, reporting - that we encounter on a daily basis. Making better-informed business decisions to increase productivity and profitability is to be managed arguably becoming most challenging task for every manager due to huge volume of data. This training focus on effective and efficient approach of turning raw data into relevant information to enhance business success in today's challenging and competitive-environment.

Course Contents

Foundation

Getting Started, The Excel Interface, Creating and Saving Workbooks, Opening and Closing Workbooks, Cell Basics, Understanding Cells, Cell Content, Find and Replace, Basic Formatting, Font Formatting Cell Styles, Formatting Text and Numbers, Modifying Columns, Rows and Cells, Working with Columns and Rows, Working with Cell Contents, Using Formulas and Functions, Creating and Using Formulas, Creating and Using Functions, Using Absolute Cell References Inserting Functions, Working with Data Freezing Panes, Sorting Data, Filtering Data, Working with Charts, Chart Elements, Creating Charts, Changing Chart Data, Printing Workbooks, Views, Changing Page Setup, Previewing Printing Workbooks

Intermediate

Worksheet Organization, Using Workbook Templates, Applying Worksheet Security, Data Analysis, AutoFilter and Advanced Filter, Grouping Data, Creating Subtotals, Conditional Formatting, Using Sparklines, Using Multiple Worksheets Collecting Data from Several Worksheets, Advanced Formulas, Using AutoSum, Using the IF Function, Using VLookup Function, Array Formulas, Name Ranges, Benefits of using tables, Creating and managing tables Charts, Using Chart Tools, Formatting a Chart, Creating a Combo Chart, Applying Formatting, Working with Styles, Annotating Worksheets Paste Special

Advanced

Pivot Tables Creating a Pivot Table Refreshing the Data Using Filters Grouping Data Pivot Charts Creating a Pivot Chart Slicer Create a slicer in an existing PivotTable Timeline Use a timeline to filter by time period Customize a timeline Calculate values in a PivotTable report Add a calculated field Add a calculated item Value Field Settings Pivot Table Compatibility, Using Controls, Form Controls, Button, Combo Box, Check Box, Spin Button, Option Button, Group Box, Labels, Scroll Bar, Introduction to VBA, Macros and their Usage, Recording and Using Macros, Writing Functions in VBA, Macro Security, Visual Basic, Record Macros, Assigning Short Key to Macros, Editing Macros, Use Relative Reference, Project Explorer, Properties Window, Debugging, Designing Custom Functions, Excel Add-Ins, Designing and using Add-In, Sensitivity analysis and Decision Making, Using Data Tables, Scenario Manager, Goal Seek and Solver.

Trainer Profile

Mr. Ali Asjad M.Com, DCMA, FCMA, FCCA (UK)

Mr. Ali Asjad M.Com, DCMA, FCMA, FCCA (UK), has more than two decades of diversified industry exposure. He is a very sought after trainer and expert in Data Analysis and Reporting, Financial Modeling, Dashboard Reporting, VBA, Stress Management, Leadership, Presentations, System Analysis and Design, BPR, ERP's, Internal Audit, Product Costing, Materials Management, Business Planning and Operations Management. Presently he is serving as Deputy General Manager Operations at Sapphire Fibers Limited Knits Division.



PARTICIPATION FEE

Members ICMA Pakistan/ICAP/PIPFA/ACCA/CIMA/ICSP	Rs.10,000/-
CMA/Students	Rs. 5,000/-
Non Members	Rs.15,000/-

PROGRAM DETAIL

Dates: 18,20,22,25,27, 29 June and 2, 4 July 2019
Timing: 0700 pm to 0930 pm
Venue: Lahore Campus

With warm Regards

Salman Haider, FCMA

Vice Chairman,
Lahore Branch Council

Awais Yasin, FCMA

Chairman,
Lahore Branch Council

For registration and information, please contact as follow:

Habib-ullah Anwar Shami

Officer (Continuing Professional Development)

Institute of Cost and Management Accountants of Pakistan

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



Registration Form

Particulars

Name: _____

Member/Reg. No.: _____

Organization: _____

Designation: _____

Address: _____

Contact (Res): _____ Cell: _____

Contact (Off): _____ Fax: _____

E-mail: _____

Signature

Payment Details

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 please contact:

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