

Advance Excel[®]

2 - Day Workshop
10th and 11th October '17
by Sohaib Jamal

Overview

Advance Software systems are being deployed by organizations, however, when meaningful reports are required, spreadsheet tools are mostly used. Microsoft Excel dominates 90% of the market, thus, employees use this tool to apply on business scenarios and operations.

This course will help you to become more productive by learning advance techniques in MS Excel 2013 and would cover intermediate and advance level of Microsoft Excel.

Course Content

Lookup & Information Functions

Vertical Lookup and Horizontal Lookup (Hlookup) Match and Index, IsText, IsValue, IsDate, IsErr, Is Error, IsNa.

Advanced List Management

Advanced Filters, Using List Features. Dynamic Lists (Tables).

Pivot Tables

Using the Pivot Table Wizard. Changing the pivot table layout & Formatting Grouping items & Inserting calculated fields Pivot Table Options & Display and hide data in fields Lay out reports directly on worksheet & Pivot Chart.

What If Analysis

Scenarios & Data Tables Goal Seek & Solver.

Protecting & Sharing Files

Sharing a file and tracking changes Accepting or rejecting changes. Applying Data validation rules & Data Tables. Inserting comments.

Introduction to Macros & VBA

Purpose of Macros & recording Macros. Where to save Macros Absolute and relative record & running macros: Custom buttons, menu items, keyboard shortcuts.

Learning Outcomes

- Perform complex functions, lists analysis & What-If tools
- Use outlines, range names, databases & the data form
- Use AutoFilter & advanced filters
- Work with Data Series
- Use advanced functions including array functions
- Creating and Modify charts
- Use Scenarios & Goal Seek
- Use templates, data tables & solve problems
- Use automatic formatting & styles
- Work with views, consolidate worksheets
- Create & revise PivotTables
- Use, record & edit macros

Facilitator's Profile



Having 17 years of management consultancy experience, Mr. Jamal is a Fellow member of Institute of Cost & Management Accountants of Pakistan (ICMAP) and currently working as Director at a software house.

Mr. Jamal has conducted more than 100 open and corporate workshops on national & international levels on different topics including Financial Modeling, Designing Dashboard Information Systems, Budgeting, ERP Implementations, Practical Excel Application, etc. Mr. Jamal conducts training for students and members of ICMAP & ACCA (global professionals) since 2003 & 2013 respectively, which includes Dashboard Reporting & Financial Modelling. He is a prominent visiting faculty member and speaker in various prestigious universities of Pakistan since last 15 years.

Who Should Attend?

Accountants, Business Managers, Business Intelligence Professional, Business Analysts, Reporting Analyst, Finance & Accounts Executives

When & Where?

10 & 11 October, 2017 at Royal Rodale Club, Karachi, 10:00 a.m. to 04:30 p.m.

REGISTRATION FORM

Institutional Member

Student Member

Individual Member

Non-Member

Name _____

Designation _____ Membership No. _____

Organization _____

Address _____

_____ City _____

Phone _____ Fax _____

Mobile _____ Email _____

ADMINISTRATIVE INFORMATION

MODE OF PAYMENT

Cash/Cheque No. _____

Dated _____

Amount _____

Registration Fee*	Early Bird Fee (Register by) 26 th Sep 2017	Regular Fee (Register after) 26 th Sep 2017
MAP Institutional Member	Rs. 23,000/-	Rs. 27,000/-
For two or more Institutional member nominations	Rs. 21,500/-	Rs. 24,500/-
MAP Individual Member	Rs. 16,500/-	Rs. 18,000/-
Student Member	Rs. 8,000/-	Rs. 9,000/-
Non-Member	Rs. 24,500/-	Rs. 28,500/-

*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

Registration:

- Registration to be confirmed only on receipt of cheque in advance
- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
 - Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
 - Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

For Direct Transfer:

- Acct Tittle : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:
accountant@mappk.org | info@mappk.org