

EXCEL in MS Excel

A Workshop by Irfan Bakaly



4th April 2019
10:00 am - 5:00 pm
Royal Rodale Club, Karachi

Objective

This hands-on course will focus on the concepts of the functions normally used in daily lives. This is a scenario based course in which different real world scenarios will be discussed along-with their practical working solutions.

Learning Outcomes

- How to use VLOOKUP to find values from 100s of 1000s of records
- Using SUMIFS to extracting meaning full information out of data
- Using Logical Functions i.e. IF, AND & OR to make decisions on thousands of rows
- Correct use of different cell referencing schemes i.e. Absolute, Relative & Mixed
- Identify the right type of Chart to use for available data & create the same
- Working with Multiple Workbook / Worksheets
- Use Excel's consolidation feature to do work in minutes which would otherwise takes hours to do manually
- Use of Conditional Formatting to present information which is meaningful & leads to decision
- Printing & previewing data quickly
- Applying security to confidential information

Workshop Content

- 20 Tricks that can make Anyone an Excel Expert
- Data Analysis Basics
- Learn Core Data Analysis Functions
- Formatting Techniques to Visualize your Data
- Working with Multiple Worksheets & Workbooks (Links)
- Applying Security to Files, Workbooks & Worksheets
- Working with Name Manager
- Creating Charts
- Using Sparkline



Facilitator's Profile

Mr. Irfan Bakaly, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 18+ years of experience in technology training field. He is motivated and enthusiastic by new challenges and tasks and takes excellent approach to achieve success in all projects. He also likes to work in a complex projects which have scope for learning and challenge. Apart from holding a Bachelor's Degree in Computer Science, Microsoft Analyzing and Visualizing Data with Power BI, Microsoft Certificated Professional & Microsoft Certified for Excel 2013, he has been into training profession for, 18+ years and served many institutions & organizations of repute. His courses contains both content & delivery methodologies which enables participants to learn more in less time. His signature courses include Presentation Skills in Business using Microsoft PowerPoint, Power BI, Excel for Business Users, Excel Basic, Intermediate & Advanced, Microsoft Access for Creating Database Applications, Dashboard Reporting using Excel, Excel Macros using VBA.

Currently, he is associated to a Business Application Development and Training Company "Viftech Solution Pvt. Ltd.", heavily involved in corporate training activities for their Software Division at national and international level. He is also a YouTube celebrity with an active tutorial channel by the name of "Irfan Wazir Ali". He has more than 525+ videos, most of which are getting thousands of views. His video tutorials have been widely shared on YouTube and other video tutorial websites by other users. He is author of 6 DVD's name, Mastering in Excel (Basic to Advanced), Financial Modeling using Excel & Excel Dashboard, Microsoft Power BI & Excel VBA Macros & MS Office 2013. He has given trainings at various local organizations encompassing various industries, such as: Banking and Finance, Manufacturing, IT and Education.

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Workshop Venue: Royal Rodale Club, Karachi



Management Association of Pakistan

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ADMINISTRATIVE INFORMATION

Registration Fee*	Early Bird Fee (Register by) 21 st March 2019	Regular Fee
MAP Institutional Member	Rs. 11,900/-	Rs. 13,500/-**
For two or more Institutional member nominations	Rs. 10,900/-	Rs. 12,500/-
MAP Individual Member	Rs. 9,500/-	Rs. 11,000/-
Student Member	Rs. 5,000/-	Rs. 5,500/-
Non-Member	Rs. 15,000/-	Rs. 16,000/-**

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

** Note: 20% Discount is available on nominations for 5 or more participants

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 Title : Management Association of Pakistan
 - Bank Name : MCB Bank Limited
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 - Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:
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