



# ICMA

Pakistan

## Orientation Session

# Online Training on Next Generation Excel

The National CPD Committee of ICMA Pakistan is organizing Online Training on Next Generation Excel (Tentatively after Eid ul Fitr). In this regard, an orientation session will be held on Monday, 12th April, 2021.

The purpose of this training is to prepare you to use Excel as a tool for solving management decision-making problems. We will focus on tools and Excel features that will specifically prepare you for your professional life. You will learn how to use Excel efficiently, how to create formulas, use functions, produce and format charts, create reports and Pivot Tables; and use what-if-analysis for managerial decision-making.

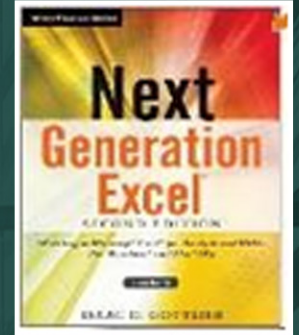
The Training is based on a book of Dr. Isaac Gottlieb  
"Next Generation Excel: Modeling In Excel For Analysts And MBAs (For MS Windows And Mac OS)",

## About the presenter:

### Dr. Isaac Gottlieb

Ph.D., Industrial Engineering and Operation Research, Columbia University

Academic Teaching: Supply Chain and Operation Management, Analytic Techniques for Decision making (Management Science), Simulations, MIS and Statistical Data Models. Received numerous teaching awards. Industrial Experience: With over 25 years of industrial experience in manufacturing and consulting, Dr. Gottlieb applies all these techniques to a variety of applications. Excel tip of the month newsletter is sent to over 50,000 subscribers Dr. Issac Gotlib is introduced by \*SECure All Pakistan, a Social Entrepreneurial startup Company based in Karachi with exclusive rights to promote Dr. Issac Gotlib all over Pakistan



Microsoft MVP  
2014-2016



## Previous Deliveries of This Seminar:

**University Business Programs** Over 30,000 MBA and MBA students take this seminar with Professor Gottlieb every year at Columbia University, New York (NYU), Rutgers, Temple and other universities. An additional 15,000 undergraduate students took is as a course (Excel for Business Applications.) **Executive Education and Conferences** Over 60,000 professionals have taken this course over the past 20 years in companies including: Johnson & Johnson, Pfizer, Merck, General Mills, Morgan Stanley, Vornado, NYC development Corporation, Microsoft and the in four Institute of Management Accountants conferences. Asliexcel.info \*Social Enterprise Cure

## Join us on

**Manday, 12 April, 2021 | CPD: 3 hours | Timing: 6 PM to 9 PM PKT (+5 GMT)**

**Registration Link:** [https://us02web.zoom.us/webinar/register/WN\\_iM\\_HmQczQ1eFFXrRVIFcRg](https://us02web.zoom.us/webinar/register/WN_iM_HmQczQ1eFFXrRVIFcRg)

With warm regards:

**Ather Saleem, FCMA**

Chairman

National CPD Committee

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## Detailed Outline of the Training

### **Introduction**

#### **PART 1 Introduction**

- 1.1 Excel Efficiency
  - 1.1.1 Auto Fill
  - 1.1.2 Selecting in Excel
  - 1.1.3 Formulas, Functions and Addressing
- 1.2 Renaming Cells and Ranges
- 1.3 Simple & Quick Charts
- 1.3. Advanced Charting techniques
- 1.4. Sparklines

#### **PART 2 Text and Flash Fill**

- 2.1 Text manipulation
- 2.2 Flush Fill

#### **PART 3 Statistics for non-statisticians**

- 3.1 Descriptive statistics
- 3.2 Frequency Distributions
- 3.3 Data Analysis
- 3.4 Histograms

### **Intermediate**

#### **PART 4 What IF Analysis**

- 4.1 What-if Analysis
- 4.2 Goal Seek
- 4.3 Data Tables Sensitivity Analysis
- 4.4 Two Way Tables

#### **PART 5 3D and Lookup**

- 5.1 Lookup Tables
  - 5.1.1 Approximate Match Lookup
  - 5.1.2 An Exact Match Lookup

#### **PART 6 Data and Data mining**

- 6.1 Sorting Data
- 6.2 Auto Filter
- 6.3 Grouping and Outlining Data
- 6.4 Subtotals
- 6.5 Introducing Pivot Tables

Duration: 15 hours

With warm regards:

**Ather Saleem, FCMA**  
Chairman  
National CPD Committee