



**ICMA**  
Pakistan

Institute of Cost and Management  
Accountants of Pakistan

Islamabad Branch Council 2016-18

## Two Day Comprehensive Workshop on Advanced Excel 2013

In today's Challenging environment, one of the most significant skill for Business and Finance Professionals is their ability to quickly analyze, summarize and report on the available data by using MS Excel, By using the MS Excel frequently used reports designed once and utilized rapidly whenever required. This saves a lot of time and helps in improving the quality of reports. Keeping in view the significance of MS Excel, Islamabad Branch Council of ICMA Pakistan, is organizing a workshop to enhance the professional knowledge to design Excel Reports. This training realizes the advantages of using a spread sheets to its full potential. This course is entirely 'hands-on', the attendees will use computer's for practicing advanced excel.

### OBJECTIVE OF THE WORKSHOP

- Helps to improve analytical skills
- Provides a step-by-step guide for structuring and managing an accurate financial model.

### WHO SHOULD ATTEND?

Managers, CFO,CEO, Accountant, Business Executive/Professionals, Student of ICMAP, ICAP, PIPFA, ACCA, CIMA, Financial Analyst, Researchers & Others

### Event Details

Days & Dates: Saturday-Sunday, 27-28 January 2018

Timings: 09:00 am to 05:00 pm (Inclusive of Lunch and Tea Breaks)

Students of ICMAP/ICAP/PIPFA Rs. 3,000/=

Members of ICMAP/ICAP/PIPFA Rs. 4,000/=

Others Rs. 5,000/=

CPD Hours  
**16**

### Course Contents

Pivot Table, Command Button, Spin Button, Scroll Bar, Macros, UDF, Upp  
Arrays Formulas, Vlookup, Hlookup, Index&Match, Indirect, Offset, Goal See  
Financial Models, Loan Amortization with Spin Buttons, Financial Reports  
Data Validation, List, Scenario Manager, Dashboard Reporting using Offset & Indirect  
If, Sum, Sumif, Sumifs, Dsum, Count, Counta, Countif, Consolidation, Icon Sets

Advanced Excel  
**2013**

### TRAINER'S PROFILE



### Tahir Mahmood Fazal

MBA (Finance & IT) with more than 15 Years of diversified industry exposure. He is a professional trainer of ICMAP, Skill Development Council of Pakistan, Lahore University of Management Sciences (LUMS), NADRA and University of the Punjab. He has been involved in corporate trainings, workshops, seminars and in regular classes for data analysis, dashboard reporting excel, spreadsheets techniques and advanced reports development. Mr. Tahir possess special skills in MS Excel 2003, 2007, 2010 & 2013.

### Tips, Tricks and Techniques

Numerous types of formatting and formula techniques frequently used in today's financial reporting. As well as different data searching & extraction techniques.

Marryum Pervaiz, ACMA Secretary/Treasurer, IBC  
Qazi Shams ud din, ACMA Vice Chairman, IBC  
Ch. Waqar Akhter, FCMA Chairman, IBC

For Registration please contact: Mr. Zahir Mehmood Abbasi 0300-9832906

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**Two Day  
Comprehensive Workshop on  
Advanced Excel 2013**

**REGISTRATION FORM**

**27-28 January 2018  
Saturday-Sunday**

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

Membership No. Registration No. \_\_\_\_\_ Designation: \_\_\_\_\_

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

Org. Address Postal: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email: \_\_\_\_\_

Mode of Payment: By Crossed Cheque:  Pay Order:  Online Credit Card:  (For Members Only)

Signature of Participant: \_\_\_\_\_

For Office Use Only

Receipt No. \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2018 Amount Rs. \_\_\_\_\_

Signature: \_\_\_\_\_

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