NBFI & Modaraba
Association of Pakistan

ICMA Pakistan
Estd. 1951

Workshop on
Advanced Excel

The Karachi Branch Council (ICMA Pakistan) is organizing a workshop on Advanced Excel in collaboration with NBFI & Modaraba Association of Pakistan at ICMA Pakistan Head Office, Karachi on Tuesday, March 10, 2020 from 10:00 am to 5:00 p.m.

COURSE OUTLINE

Getting Started With Excel
Introduction of Excel / Spreadsheet
Using the menu system
The structure of a worksheet or workbook
Using the Formula bar
Navigation and mouse pointers
creating new files

Entering Data
Exploring data entry and editing techniques
Entering data with AutoFill
Working with dates and times
Using Undo and Redo

Creating Formulas and Functions
Creating simple formulas: Totals and averages
Copying a formula for adjacent cells
working with relative, absolute, and mixed references
Using SUM and AVERAGE
Using others common functions

Formatting
Adjusting row heights and column widths
working with alignment and Wrap Text
Designing borders
Exploring numeric and special formatting
Formatting numbers and dates
Conditional formatting

Creating and using tables
Inserting shapes, arrows, and other visual features

Inserting and deleting rows and columns
Hiding and un-hiding rows and columns moving, copying, and inserting data finding and replacing data

Printing
Previewing page breaks
Working with Page Setup and printing controls

Introduction to Charting
Creating charts
Exploring chart types
Formatting charts
Working with axes, labels, gridlines, and other chart elements

Adjusting Worksheet Views
Freezing and unfreezing panes
Splitting screens horizontally and vertically showing necessary
information with the Outlining features
Multiple Worksheets and Workbooks
Displaying multiple worksheets and workbooks
Renaming, inserting, and deleting sheets
Using formulas to link worksheets and workbooks

IF, VLOOKUP, and power functions
Using IF functions and relational operators getting approximate
table data with VLOOKUP function

Getting exact table data with the VLOOKUP function
Using the COUNTIF family of functions

Security and Sharing
Unlocking cells and protecting worksheets
Protecting workbooks
Assigning passwords to workbooks
Sharing workbooks

Database Features
Sorting Data
Inserting subtotals in a sorted list
Using filters
Splitting data into multiple columns
Removing duplicate records

Pivot Tables
Creating Pivot Tables
Manipulating PivotTable data
grouping by date and time
grouping by other factors
Using Pivot Charts
Data Analysis Tools
Using Goal Seek
Using Solver
Using Scenario Manager
Using Data Tables

Introduction to Macros & amp; VBA
Definition and Examples
Creating a simple macro
running a macro

Trainers

Syed Usman
Syed Usman is an Excel geek. He has used Excel in finance roles for over 5 years. He has delivered workshops at corporate and Academic level. He is an associate member of ICMA Pakistan & is currently working as Manager Finance of a Leading Education Provider. Besides having diversified knowledge and experience in Ms. Excel, Mr. Usman has sound knowledge of working with Microsoft Power BI and has implemented different reporting Dashboards for the management.

Day, Date & Timing:
Tuesday, March 10, 2020, 10:00 am to 5:00 pm

Venue: IT Lab, ICMA Pakistan, Gulshan-e-Iqbal, Karachi

Investment:

Members	: Rs. 2,500/-
Students	: Rs. 2,000/-
Corporate / Others	: Rs. 5,000/-

CPD: 07 Hours

Limited Seats are available.

Shaham Ahmed
Chairman
CPD Committee, KBC

Hakim Ali
Chairman
Students Affairs Committee, KBC

Farough Ali Naweed
Secretary & Treasurer
Karachi Branch Council

Azeem Hussain
Vice Chairman
Karachi Branch Council

With warm regards:

Syed Babar Ali
Chairman
Karachi Branch Council

M. Shoaib Ibrahim
Chairman
NBFI & Modaraba
Association of Pakistan

Muhammad Samiullah
Secretary General
NBFI & Modaraba
Association of Pakistan

For further details & registration, please contact:

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