



**ICMA**  
**PAKISTAN**

**Institute of Cost and Management Accountants of Pakistan**

**LAHORE BRANCH COUNCIL**



**A Comprehensive workshop on**

# EXCELLENCE IN EXCEL

**(Information Dashboard, Tips & Tricks, Financial & Non Financial Tools and Techniques)**

In Today's challenging environment business decisions are increasingly based on numbers rather than on company policy has to be backed by detailed and accurate data that can stand the scrutiny of both management and stakeholders. This is especially true for financial planning where consistent and correct application of tools and techniques can help accurately forecast 'what-if' scenarios and design realistic forecasts which in turn lead to successful business decisions. Your ability to construct a better and more comprehensive financial model will determine the success or failure of your organizations growth and development.



**Advanced Microsoft Excel 2010**

## OBJECTIVE OF THE WORKSHOP

This practical course will help to take your analytical skills to the next level of accuracy. Intensive and hands-on, the course is designed to equip you with step-by-step guides for effectively structuring and managing an accurate financial model.

## WHO SHOULD ATTEND?

Managers, Business Executives / Professionals, students of ICMAP and other professional bodies

## TRAINER PROFILE

Mr. Tahir Mahmood Fazal, MBA (Finance & IT) has more than 15 years diversified industry exposure. He is Professional Trainer of Institute of Cost and Management Accountants of Pakistan (Lahore, Islamabad and Faisalabad), Lahore University of Management Sciences (LUMS), University of the Punjab, Skill Development Council of Pakistan (SDC), PAITC. He has been involved in corporate trainings, Workshops, Seminars & in Regular classes for Data Analysis, Dashboard Reporting Excel Spreadsheets, techniques, advanced charting techniques and advanced reports development. Mr. Tahir possesses special skills in MS Excel 2003, 2007, 2010, 2013 & 2016.

**Date & Time:** 11th-15th April, 2017 (From 06:00pm to 10:00pm)

**Venue:** ICMAP Building, 42-Ferozpur Road, Lahore

**Registration Fee: ICMAP Students** Rs. 3,000/-

**Members/QCMAs/Corporate Partners** Rs. 5,000/-

**Non Member** Rs. 7,000/-

50% of the Member's Fee will be charged to the senior Members (Above 60 Years)

**CPD**

**20 Hours**

**Seats are limited:Registration will be on first come first serve basis**

**For Registration please contact: Habib-ullah Shami, 0333-8306003, cpd\_lhr@icmap.com.pk**

**Salman Haider, FCMA**  
Convener, CPD Committee  
Lahore Branch Council  
Cell: 0321-489 8624

**Muhamamd Yasin, FCMA**  
Chairman  
Lahore Branch Council  
Cell: 0332-848 6004

# WORKSHOP CONTENTS

## DAY-1

### **Summarizing Data Using Formulas:**

- Defining Names to Cell & Ranges for Better & Quick Calculations
- Understanding Single & Multiple Conditional Summing & Counting
- Unhide the Power of Excel Array Formulas
- Build formulas containing relative, absolute, and mixed references
- working with various financial functions

### **Advanced Sorting Techniques & Subtotalling:**

- Complex Horizontal & Vertical Sorting
- Excel Subtotal Formula -Nesting Subtotalling & Grouping

### **Consolidate and Process Multidimensional Worksheets:**

- Data Consolidation by Range & By Category
- Data Consolidation Using 3D Formulas

## DAY-2

### **Excel Database Operations & Management:**

- Working with Tables & Understanding Table Nomenclature
- Data Extracting Using Advanced Filter Techniques
- Complex Calculation Using Database Formulas
- Data Integrity Using Data Validation
- Working With Form

### **Scrutinizing Data Anomalies with Conditional Tests:**

- Highlight Data Using Conditional Logic
- Understanding New Conditional Formatting Features
- Using Form Control with Conditional Formatting

## DAY-3

### **Condensing and Refining Data with Pivot Tables and Pivot Charts:**

- Analyzing Data by Creating Dynamic Pivot Reports
- Consolidate Multiple Data Ranges & Analysis Using Pivot Consolidation
- Turn Bad Data into Good Data through Pivot Table
- Integrating Macros with Pivot Table



- Understanding Pivot Charts

### **Creating Interactive Data Reports with Excel Charts (Dashboard Reports):**

- Understanding Chart's Fundamentals
- Working with Excel Built in Charts
- How to Create Excel Non
- Native Charts for Data Analysis
- Creating Eye Catching Dynamic & Interactive Charts

## **DAY-4**

### **Optimizing Solutions with "What-If" Analysis:**

- Building Investment Models Using Data Table
- Determining Profits with Goal Seek
- Comparing and Contrasting Data Sets with Scenario Manager
- Building Scenario Reports

## **DAY-5**

### **Automating Your Work Using Macros:**

- Understanding VBA Environment
- Absolute & Relative Recording
- Creating UDF (User Defined Functions)

### **Using the Auditing tools for eliminating errors:**

- Use the auditing tools to avoid errors in financial models.
- Trace formula dependents and precedents.
- Trace errors, Circular reference and evaluate formulas.

**STRIVING TO DEVELOP PROFESSIONAL SKILLS**



**Institute of Cost & Management Accountants of Pakistan**  
ICMA Campus, Lahore.

**(Registration Form)**

Participant (s) Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ICMAP Membership #: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Address: \_\_\_\_\_

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web add: \_\_\_\_\_

CNIC No.: \_\_\_\_\_ Cell #: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Mode of payment:  By Cross Cheque  
 By Pay Order  
 Online Credit Card  
(For ICMAP Members Only)

\_\_\_\_\_  
Authorized Signature & Company Seal

For information and further details please contact CPD, department Lahore

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