



**ICMA**INTERNATIONAL  
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Karachi Branch Council 2022-24



## Workshop on **Basic MS Excel**

After receiving an overwhelming response from students, ICMA is pleased to announce workshop on Microsoft Basic Excel for Soldier Bazar City Campus. The details are as follows:

### Trainer's Profile:



#### **Shakil Khawaja, ACMA**

Having more than 19 years of Industry Experience in Finance & Accounts & ERPs (SAP & Oracle Financial) - Engineering & Utility Sectors.

### Who should attend:

- Members
- ICMA Students
- Students from other institutions
- Professionals

### Brief Course Outlines:

- Learn parts of the Excel Window.
- Excel Menu - Detailed.
- Excel Ribbon - Detailed.
- Excel Options - Detailed.
- Text Functions.
- Numeric Functions.
- Logical Functions (Programming perspective).
- Data Analysis Tools.
- Excel Tips & Tricks.

### Program Details:

#### **Day, Date & Timing:**

Saturday May 25, 2024, 9:00 am to 05:00 pm

#### **Venue / Online on Zoom:**

Soldier Bazar City Campus

#### **Fee:** (Inclusive of lunch)

Members	: 800
Students	: 600
Others	: 1000

**CPD:**  
8 Hours

**Limited Seats  
are available.**

With Warm Regards:

#### **Hakim Ali Jatoi, FCMA**

Secretary  
Karachi Branch Council

#### **Mazhar Saleem Shah, FCMA**

Vice Chairman  
Karachi Branch Council

#### **Muhammad Akmal, FCMA**

Chairman  
Karachi Branch Council

**For further details & registration, please visit the website or contact:**

Soldier Bazar Campus: Plot # 36/4, Hussain Shah Shaheed Road, Behind Holy Family Hospital, Soldier Bazar, Karachi.  
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