



ICMAINTERNATIONAL
lead strategically

Lahore Branch Council 2022-24

8-Days Online Workshop on

Advance Excel

**From Novice
to Professional**



Using Microsoft Excel 2013/2016

In today's fast-paced, professional business environment, numbers are everything. Much of our success depends on how well we can manage the data - analyzing, planning, reporting - that we encounter on a daily basis. Making better-informed business decisions to increase productivity and profitability is to be managed arguably becoming most challenging task for every manager due to huge volume of data. This training focuses on an effective and efficient approach of turning raw data into relevant information to enhance business success in today's challenging and competitive environment.

In view of the above importance the Lahore Branch Council in collaboration with National CPD Committee of ICMA is organizing this Online Workshop on "Advance Excel-From Novice to Professional" Via ZOOM and the programme/schedule is as under:

Programme schedule

Day & Date:

Wednesday, Friday, Saturday
18,20,21

Monday, Tuesday, Wednesday, Friday & Saturday
23,24,25,27 & 28 December 2024

Timing:

7:30 pm to 9:30 pm

Registration Link:

<https://bit.ly/3D9sDaL>



CPD:

16 Hours

Course Contents

Foundation:

Getting Started, The Excel Interface, Creating and Saving Workbooks, Opening and Closing Workbooks, Cell Basics, Understanding Cells, Cell Content, Find and Replace, Basic Formatting, Font Formatting Cell Styles, Formatting Text and Numbers, Modifying Columns, Rows and Cells, Working with Columns and Rows, Working with Cell Contents, Using Formulas and Functions, Creating and Using Formulas, Creating and Using Functions, Using Absolute Cell References Inserting Functions, Working with Data Freezing Panes, Sorting Data, Filtering Data, Working with Charts, Chart Elements, Creating Charts, Changing Chart Data, Printing Workbooks, Views, Changing Page Setup, Previewing Printing Workbooks

Intermediate:

Worksheet Organization, Using Workbook Templates, Applying Worksheet Security, Data Analysis, AutoFilter and Advanced Filter, Grouping Data, Creating Subtotals, Conditional Formatting, Using Sparklines, Using Multiple Worksheets Collecting Data from Several Worksheets, Advanced Formulas, Using AutoSum, Using the IF Function, Using VLookup Function, Array Formulas, Name Ranges, Benefits of using tables, Creating and managing tables Charts, Using Chart Tools, Formatting a Chart, Creating a Combo Chart, Applying Formatting, Working with Styles, Annotating Worksheets Paste Special.

Advanced:

Pivot Tables Creating a Pivot Table Refreshing the Data Using Filters Grouping Data Pivot Charts Creating a Pivot Chart Slicer Create a slicer in an existing PivotTable Timeline Use a timeline to filter by time period Customize a timeline Calculate values in a PivotTable report Add a calculated field Add a calculated item Value Field Settings Pivot Table Compatibility, Using Controls, Form Controls, Button, Combo Box, Check Box, Spin Button, Option Button, Group Box, Labels, Scroll Bar, Introduction to VBA, Macros and their Usage, Recording and Using Macros, Writing Functions in VBA, Macro Security, Visual Basic, Record Macros, Assigning Short Key to Macros, Editing Macros, Use Relative Reference, Project Explorer, Properties Window, Debugging, Designing Custom Functions, Excel Add-Ins, Designing and using Add-In, Sensitivity analysis and Decision Making, Using Data Tables, Scenario Manager, Goal Seek and Solver.

Trainers' Profile

Mr. Ali Asjaad

FCMA, FCCA (UK), M.Com, DTM

Mr. Ali, has over two decade industry exposure. He is a sought after trainer and expert in Data Analytics, ERP's, Power BI, Financial Modeling, Dashboard Reporting, VBA, Advance Excel, MS Access and MS PowerPoint. Presently, he is serving as a Deputy General Manager in a leading group of companies.




Investment/Fee

Members of ICMA/ICAP/PIPFA/ACCA/CIMA	: Rs.10,000/-
Females & Senior Members	: Rs. 8,000/-
Qualified / Affiliates / CMA Students	: Rs. 6,000/-
Non-Members	: Rs.15,000/-

Seats are limited, first come first serve basis.

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With warm Regards

Hamid Zahoor, FCMA
Secretary
Lahore Branch Council

Najaf Abbas, FCMA
Vice Chairman
Lahore Branch Council

Ghulam Abbas, FCMA
Chairman
Lahore Branch Council

Azeem Hussain Siddiqui, FCMA
Chairman
National CPD Committee

For registration and information, please contact as follow:

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For more information, please visit our website or email: cpd_lhr@icmap.com.pk