



**IBA** Institute of  
Business Administration  
Karachi  
*Leadership and Ideas for Tomorrow*

o August 9-18, 2016

o Every Tuesday, Wednesday & Thursday

o 6:30 pm — 8:30 pm

DESIGNED TO TAKE YOUR EXCEL SKILLS & YOUR  
CAREER TO NEW HEIGHTS!

# Advanced *MS Excel*

Advanced Excel program is a structured and comprehensive training program for learning Microsoft Excel. It is full of real-world examples. The aim of Advanced Excel is to make you more experienced in MS Excel.

## Maximize the value of your data!

### Why should you join this course?

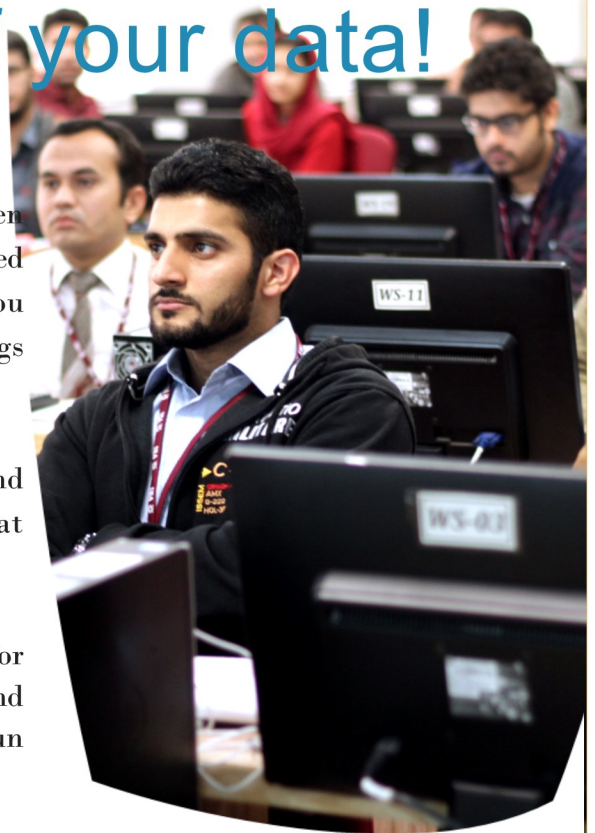
Excel remains one of the most powerful and easy to use tools when it comes to crunching data. Learning Excel in a proper, structured way can not only help you save time, but it will also help you become better at your job and can give you time to focus on things and people that matter.

While we can argue that Excel can be learned by reading help and visiting blogs, it also takes good amount of time if you use that method.

This is a structured program. Each topic contains Excel files for you to learn the concepts in detail. This is an intense, focused and clearly defined program to help you learn Excel in useful and fun way.

In this course participants will learn some of the selected advanced features of MS Excel in order to make life much simpler and hassle free. The workshop will help participant collate & analyze information effectively that is vital for administration & planning business models. Participants will learn to display and present information in a way that is simple and sensible.

**SKILL DEVELOPMENT PROGRAM**  
*Adding Skills to Experience*





# Getting the most from huge data

## Focus Areas of Training

Formulas	Formatting	Conditional Formatting
Basic Charting	Advanced Charting	Excel Tables
Pivot Tables	Data Validation, Filters	Advanced. Formulas
Importing External Data	Shortcuts, Productivity	Basic Form Controls, Macros

## Participants

- ◆ Financial & Investment Analysts
- ◆ Cost & Insurance planners
- ◆ Budget Professionals
- ◆ Actuaries
- ◆ Health care professional analyzing health, nutrition & clinical data)
- ◆ Data Analysts (in fields of science, marketing, research etc.)
- ◆ Any person associated with data

## Trainer

Rahim Zulfiqar Ali is the Microsoft Office Specialist in Excel 2013. He is the founder & Chief Spreadsheet Officer at ExcelBasement.Org.

He has a passion for learning and teaching Excel and has done training for various organization like Axact, Aga Khan Health Services, Wartsile, Learning Minds Group, etc.

He has also conducted training sessions on Excel Information design & Data Extraction for BBA & MBA students at Institute of Business Administration, Karachi.

Rahim has secured 3rd position in Pakistan in Brainbranch MS Excel 2010

Test & 2nd Position in Brainbranch MS Excel 2010 Fundamental Test.

He is highly skilled in Microsoft Excel, Financial Modeling, Dashboard Reporting, PowerPivot, and VBA Macros.

Rahim Zulfiqar is currently pursuing his Chartered Accountancy (CA). He is involved in teaching & training IT related courses. He has professional experience of working in finance and IT department of organizations like UBL, PPECL, Aga Khan Grants & Review Board & ARTT Business School. He was also the Excel Consultant for Unilever Pakistan for Dashboard Reporting.

## Training Investment

PKR 16,000 per participant (Inclusive of course material, stationery & certificate)

## Training Venue

IBA City Campus  
Garden/Kayani Shaheed Road,  
Karachi

### Sumera Muhammad

Manager, Skills Development Programs  
Center for Executive Education IBA  
Ext: 1801  
Email: [smuhammad@iba.edu.pk](mailto:smuhammad@iba.edu.pk)

### Mirza Irshad Baig

Executive  
Center for Executive Education IBA  
Ext: 1811  
Email: [mibaig@iba.edu.pk](mailto:mibaig@iba.edu.pk)

### For registrations:

**Tel:** (021) 38104700-01 **Ext:** 1541

**Website:** <http://sdp.iba.edu.pk/>

**Address:** Skill Development Program-CEE, Institute of Business Administration, City Campus: Garden/ Kayani Shaheed Road, Karachi- 74400

**Fax:** (021) 38103008

**Email:** [BESDP@iba.edu.pk](mailto:BESDP@iba.edu.pk)

**Facebook:** <https://www.facebook.com/IBASkillDevelopmentProgram>