

# MS EXCEL PACKAGES

- 1) Basic to Intermediate | [August 21– September 11, 2017](#)
- 2) Intermediate to Advanced | [September 13– October 4, 2017](#)  
*Every Monday, Wednesday, & Friday | 6:30 pm-8:30 pm*



## PACKAGE OPTIONS

- Package 1 : Choose any 1 @ PKR. 16,000/- each  
Package 2 : Register for both @ PKR 13,000/- each

## You Will Learn How to...

- ♦ Summarize data with Excel by incorporating formulas, formatting, and charts and graphs
- ♦ Efficiently navigate and manipulate multiple spread sheets in a workbook
- ♦ Optimize your worksheets using templates, graphs and formulas
- ♦ Import, fine-tune and share Excel data in your work group

# COURSE OUTLINE

## Basic to Intermediate

- The Spreadsheet Model
- Navigating the Interface
- Basic Data Editing
- Acquiring and Conforming Data
- Excel tables and lists
- Worksheet Formatting and Presentation
- Leveraging Formulas and Functions
- Extending Formulas and Functions
- Creating a Visual Presentation of Data
- Printing Worksheets
- Introducing Advanced Excel Features
- Final Worksheet touches
- Creating & Managing Macros



## Intermediate to Advanced

- Analyzing Data with Excel Power Functions
- Summarizing Business Information
- Calculations to Perform
- Data Visualization with Excel Tools & Charts
- Data Consolidation for Summary & reports
- Formulating Decisions from database information
- Management & Normalization
- Macros

## **Trainer's Profile:**

**Tahir Ali** have been involved in corporate training since 2010 and delivered training sessions on MS Office, Advanced Excel & Dashboard reporting on MS Office versions 2003/2007/2010/2013 & hundreds of individuals, professionals and corporate executive have gone through trainings sessions from all areas of life including multinationals, local companies, financials institutions & educational institutions in Pakistan.

**Tahir Ali** is associated with IBA Center for Executive Education imparting training related to MS Excel i.e. Dashboard reporting, Power Pivot & Power Query, etc.. He has conducted customized training on “Data Analysis through MS Excel” for school heads of AKESP in IBA and tailor-made training on Computer Applications for Sindh Engro Coal Mining Company (SECMC) for their Thari Trainee Engineers.

### **Certifications:**

Microsoft Office Specialist Master

Microsoft Office Specialist Expert (Excel 2013)

Microsoft Office Specialist (Word 2013)

Microsoft Office Specialist (PowerPoint 2013)





### **For Registration**

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### **For Queries & Information**

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Registration form and Fee Voucher are available at our website:

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

Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006. No fee will be accepted in cash/ cheque at our office.

**Skills Development Program**

*Adding Skills to Experience*