

## Scope of Learning

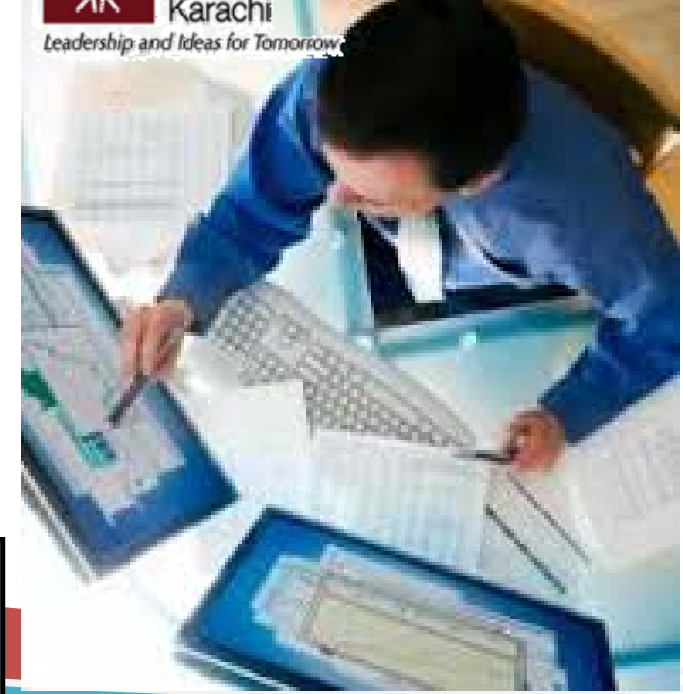
- ✚ User able to manage data independently
- ✚ User able to do reports (e.g.: Financial, Banking, Insurance, Pharmaceutical, Retail, Educational, small shops etc.)
- ✚ User will become data analyst
- ✚ User will able to do MIS reports
- ✚ Maximum organization will use the excel
- ✚ It requires day to day activities to manage & analyze the data

**Program Dates**  
August 16-17, 2016  
Tuesday & Wednesday  
9:00 am - 5:00 pm

**Participants:**  
Having functional specifications like MIS, Finance, Marketing, Operations, Human Relations, Information Technology and Administration

**Workshop Fee:**  
PKR 22,000/-

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



## Introduction

Excel is by far the world's most popular spreadsheet program and is useful for everything from maintaining simple household budgets to building sophisticated financial models or designing complex dashboards. Analyzing Business Data with Excel shows you how to solve real-world business problems by taking Excel's data analysis features to the maximum, rather than focusing on individual Excel functions and features.

### For Registrations:

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## Microsoft Excel for MIS/Data Analyst

An extraordinary, information-packed, powerful sessions to increase your productivity, improve the quality, accuracy & make a better report



# Course Outline

1. Intro to Excel as Data Analysis tool
2. Mastering Conditional Functions
3. Data Operations in MS Excel
4. Data Visualization Concepts
5. Data Formatting Tools and Techniques
6. Performing complex calculations efficiently
7. Slicing and Dicing of Data - some powerful techniques  
Descriptive Analysis
8. Advanced Data Validation and Analysis What-If-Analysis
9. Performing Analytics steps using data basics of Predictive Analysis
10. Automation using Macros - Recorded version
11. Advanced Pivot Table

## Course Description

This 2 days training would be very useful to participants across various industries and functional specializations such as MIS, Finance, Marketing, Operations, Human Relations, Information Technology and Administration.

This interactive training targets specific business situations, and then demonstrates how to create spreadsheets for those problem areas. Attend these extraordinary, information-packed, powerful sessions to increase your productivity, improve the quality, accuracy & make a better report.

This course is recommended for end users seeking proficiency in the use of Microsoft Excel 2013 at advanced level or seeking to obtain Microsoft Office Specialist (MOS) certification in Microsoft Excel 2013.



At the end of the training the participants would learn/use/acquire the knowledge of Excel Advancements – some amazing features incorporated only in last 5 years, Using Lookup & reverse Lookup techniques – easy demo of VLOOKUP, HLOOKUP, INDEX and MATCH, Advanced Data Sorting and Filtering techniques, Generating Pivot Tables and Charts from complex datasets, instantly, Implementing Slicers and Sparkline's to build interactive dashboards, Exploring Data Validation techniques and creating dynamic lists, and Using 'What-If-Analysis' and Data representation techniques.

## Trainer

**Rahim Zulfiqar Ali** is one of the Youngest Microsoft Excel Corporate Trainer in Pakistan. He is teaching Microsoft Excel for the last 5.5 years. Rahim believes in continue to grow, strive to remain as adaptable, Motivated and responsive to his excel users. He welcomes innovation and he is open to new ideas always.

- Microsoft Office Specialist (MOS) EXPERT in Excel 2010 / 2013.
- The First Pakistani to complete all Excel 2013 Microsoft Certifications in 2015.
- Founder & Chief Spreadsheet Officer at ExcelBasement.org
- 3rd in Pakistan & Top 20 in World - BrainBench.com Excel Rankings.
- Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- Expertise in creating Dashboard Reports, Financial Models, Power Pivot, Advanced & Complex formulas in Microsoft Excel.
- Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- Supports EXCEL.TV (Team of Excel Experts from USA)
- Successfully completed "Excel 2013 Power BI Fundamentals" course from Microsoft Virtual Academy.
- 5+ years of experience as Finance Officer & Business Analyst at United Bank Limited from 2009 to 2014 in Finance Division.