



Pakistan Society for  
Training & Development

# Enhancing Productivity through MS Office



Improve your efficiency and productivity by leveraging the power of Microsoft Office applications. With this training, you gain the knowledge to use the extensive features of Microsoft Word, Excel, and PowerPoint — including integration techniques. The hands-on exercises in this course are designed to maximize your contribution to organizational decision-making capabilities and competitiveness.

**KARACHI**

**8th - 10th Nov 2017**  
**9:00am - 5:00pm**  
**PSTD, Karachi**

**Course fee: Rs. 28,000/-** (Plus GST)  
(Per participant)  
Includes Course material, PSTD Certificate, Lunch,  
Refreshments & Business Networking

Want to run this program in-house,  
Please Contact

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FOR REGISTRATION AND DETAILS CONTACT

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## YOU WILL LEARN HOW TO

- Leverage the extensive features in Word, Excel, and PowerPoint
- Streamline Office functionality by customizing the user interface
- Build professional documents in Word with enhanced functionality
- Quickly present and summarize data with Excel using PivotTables and PivotCharts
- Create visually dynamic and effective presentations in PowerPoint

## RECOMMENDED EXPERIENCE

Experience with Office applications at an introductory level

## SOFTWARE

This course is based on Office 2013 & 2016

# CONTENTS

## MICROSOFT EXCEL

### Condensing and Refining Data With PivotTables And Pivot Charts For Real-Time Data Analysis

- Developing interactive PivotTables for real-time data analysis
- Building Pivot Charts to visually represent PivotTable data
- Defining data summaries interactively
- Handling Large Datasets with PivotTables
- Summarizing datasets with grouping and aggregation
- Comparing related totals dynamically
- Filtering details with Report Filters and Slicers
- Presenting PivotTable reports effectively with charts
- Slicing your report with Excel Slicer
- Integrating Conditional Formatting with Pivot Reports
- Creating Dynamic Dashboard with Pivot Table

### Data Visualization with Excel 2013 Tools & Charts

- Understanding charts & its types
- Choosing chart for comparative, cumulative, percentage contribution, trend & correlation
- Customizing charts & creating templates
- Creating combo charts to show multiple axis
- Creating dynamic charts with Pivot Table

### Data Optimization & Business Modeling (WHAT – IF Analysis)

- Managing variables in worksheets with Scenarios
- Comparing and contrasting different datasets with scenario reports
- Determining the magnitude of a variable with Goal Seek to achieve an end value
- Create multiple scenarios with Single Data Table
- Complex Calculation with Excel Solver

### Excel Data Transformation & De-Normalization Using POWER QUERY

- Understanding Excel Database Management Operation & Normalization Techniques to Convert Bad Data into Good Data.
- Converting your reports into Tabular Form

### Highlighting Data Anomalies with Conditional Formatting

- Working with Excel 2013 enhanced conditional formatting options
- Giving different format of your data for comparison by using Conditional Formatting with Formulas

### Formulating Decisions from Database Information

- Extracting Information with LookUp & Reference- Advance Techniques
- Extracting Information with Look Up & Reference- Advance Techniques
- Calling different data ranges in your formula to make your report dynamic
- Understanding Vlookup, Lookup & Hlookup Pros and Cons

### Distilling data sets for data analysis

- Managing multiple datasets on a single worksheet with Table feature
- Defining Excel data set to ensure appropriate use of built – in features
- Applying slicers for filtering data in table
- Extracting required data using Advance Filtering
- Analyzing datasets with filters and aggregation
- Using quick analysis for accessing multiple reporting options
- Calculating subtotals and grand totals for multiple dimension of your report

### Microsoft SQL Server PowerPivot for Excel 2013 (Business Intelligence)

- Understanding PowerPivot
- Basics of data modeling
- Different modeling options in a PowerPivot database concepts, like normalization and de-normalization
- Importing Data from any database into PowerPivot
- Creating Relationships between tables
- Create Dynamic BI report & Dashboard with PivotTables and PivotChart
- Shows how to create and manage hierarchies. It covers basic hierarchy handling, how to compute values over hierarchies
- Adding Slicers for Filtering Data
- Adding Time Line to group dates in Year, Qtr, Months & Days
- Using DAX (Data Analysis eXpressions) in calculated column & calculated field

### Microsoft Power View For Dashboards & Visualization

- Creating eye catching and sophisticated reports with Power View
- Cross filtering reports and charts
- Adding Tables, Cards, Matrix, Slicers, Tiles in reports
- Creating XY scatter charts for trend analysis with animations
- Geographical analysis using Maps by inserting spatial data

### Keyboard Short Cuts to Learn during training:

- CTRL + SHIFT Combination
- ALT + SHIFT Combination
- Applying Access Keys with ALT
- Short Cuts with CTRL Key
- Short Cuts with SHIFT Key
- Short Cuts with ALT Key

# MICROSOFT WORD

## Preparing the document

- Formatting legacy documents quickly
- Maintaining consistency with Themes
- Navigating and globally formatting text using Styles

## Controlling the document setup

- Managing documents with Sections
- Creating custom Section headers and footers

## Speeding up document creation

- Applying reusable content with AutoText
- Maintaining content with the Building Block Organizer
- Finishing Documents with Microsoft Word

## Managing graphics within a document

- Inserting images using Guides
- Manipulating images with graphic tools

## Adding hyperlinks, references and tables of contents (TOC)

- Creating hyperlinks to internal and external documents
- Adding and modifying an automatic TOC
- Navigating the document using the TOC and hyperlinks

## Using Styles for More Effective Formatting

- Using the Navigation pane with styles
- Easily creating a table of contents
- Creating a multilevel list using styles

## Working with Tables

- Creating a table to organize text
- Converting text to tables
- Formatting tables for readability
- Merging, splitting, and formatting cells to create a form
- Converting a table to text
- Inserting an Excel table for calculations and charts
- Using Quick Tables

## Illustrating a Document

- Illustrating documents with pictures, shapes, and clip art
- Positioning, sizing, and cropping graphics
- Wrapping text around graphics
- Laying out text and graphics with a table
- Applying special effects to graphics
- Illustrating with charts: Inserting a chart from Excel
- Illustrating with diagrams: Using SmartArt
- Illustrating with screenshots: Capturing screenshots from your computer

## Document Building Blocks

- Understanding building blocks
- Numbering pages and applying headers and footers
- Adding cover pages and blank pages
- Using text boxes for document design
- Creating and saving custom headers and footers
- Creating and saving Quick Parts

## Modifying Page Layout

- Setting page margins, page orientation, and paper size
- Inserting sections to organize a document
- Using columns, watermarks, page borders, and colors

## Proofing Documents

- Checking spelling and grammar
- Setting proofing and AutoCorrect options

# POWER POINT

## Understanding the PowerPoint 2013 Interface

- Managing your presentations
- Customizing the view
- Customizing the Office Ribbon

## Getting Started

- Starting from scratch
- Adding slides and content
- Deleting slides and changing layouts
- Rearranging slides
- Saving time with Outline mode
- Adding photos and clip art
- Spell-checking
- Using the thesaurus
- Saving a presentation
- Applying a theme
- Running the show

## Slides from outlines & reuse slides

- Using Microsoft Word to arrange PowerPoint slides
- Understanding Headings in word
- Using word document to create slides quickly
- Reuse slides feature to use slides from existing presentation
- Copy themes from existing slides

## Working with Masters

- Understanding slides master & notes master
- Customize slides layout in master
- Managing multiple themes in master
- Creating own layout
- Saving masters & sharing with others

## Formatting a Presentation

- Using fonts and color
- Adding bullets and list numbering
- Changing text alignment
- Using picture effects
- Removing backgrounds from photos
- Understanding slide masters
- Changing slide backgrounds
- Adding a logo to the background
- Applying slide transitions
- Saving the design template

## Adding Tables and Charts

- Creating tables
- Formatting tables
- Pasting tables from Excel
- Creating charts
- Pasting charts from Excel

## Working with Shapes

- Adding shapes
- Moving, resizing, formatting, and rotating shapes
- Adding text to shapes
- Adding text boxes
- Working with layers (Send to Back and Send to Front)
- Animating text, shapes, and other objects

## Adding Audio and Video

- Adding an audio clip
- Adding video
- Cropping video

## Adding SmartArt and Diagrams

- Adding organizational charts
- Adding cycle diagrams, Venn diagrams, and other diagrams

## Objects Linking & Embedding

- Linking Excel charts in PowerPoint
- Embedding Excel tables
- Embedding Fonts in your presentation

## Creating Custom themes

- Customizing colors, font & effects
- Customizing slides, background & objects
- Saving document themes & sharing with others
- Keeping consistency in your presentation themes

Trainer's profile:

## **AASIM ALEE**

is Microsoft Certified Professional and MBA - Finance, he has more than 8 years diversified industry exposure, specialized on Data analysis, Excel dashboard reporting, charts & graphs, advanced reports development & excel customization.

He has trained 1000s of professionals on following trainings during his in – house sessions, workshops & regular classes.

Following are the trainings which he offers to the professionals who are passionate and aggressive in achieving timely goals, who want to enhance their analysis & presentation skills & who need to drive their solutions in a very professional way.

- Working with Excel – Basic To Intermediate
- Excel Dashboard Reporting with Excel 2010 & PowerPivot
- Advanced Excel Spreadsheet Techniques & Skills for Advanced Report Development & Analysis
- Data Visualization with Excel Tools & Charts
- Excel for Finance Professionals
- Excel for Sales Professionals
- Creating Self BI (Business Intelligence Reports) with Excel 2010 & 2013
- Excel Beyond Spreadsheet – Playing with Macros

Few of his in-house trainings & workshops attendees are from State Bank Of Pakistan, Faysal Bank, Bank Al-falah, EBM, Lotte Chemical, Shell Pakistan, PSO, DHL, Pakistan Petroleum Limited, Zulfiqar Industries, Rafhan Maize Products, Deewanfarooq group, National Foods, MAERSK, DAMCO, AeroLube, ChannelTek, GroupM, JS Bank, BBraun, Sanofi Aventis, Stylo Shoes, Shangrila, Darson Industries, Pak Suzuki, HBFC, Zahid Shafique (Pvt.) Ltd, Wi-Tribe, NADRA, National Bank, UBL Fund Managers, Crown Group Of Companies, Marine Group Of Companies, Gulistan Group, Lendi Renzo, Metro Cash & Carry, Ericsson, & Pakistan Refineries Limited.