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Pakistan Society for
Training & Development

EFFECTIVE USE OF EXCEL INTERMEDIATE TO ADVANCE LEVEL

WITH MUHAMMAD ALI

INTRODUCTION

This course is intended for students & professionals who want to learn intermediate to advanced level skills and want to be an excel expert.

LEARNING OUTCOMES

- Advanced Tips & Tricks, formulas and Logics.
- Advanced sorting & filtering Techniques with complex criteria
- Work with tables, slice & dice & table nomenclature.
- Database transformation, merging, appending, cleaning & cleansing
- Create stunning & Outstanding Reports & Dashboards.



Fees:
32,500 + Gst



Location:
Classroom



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PROGRAM OUTLINE

MODULE 1

- ✓ Interface of Application
- ✓ Advanced Tips & Tricks
Flash Fill
- ✓ Excel Working behavior

MODULE 2

- ✓ Working with Formulas, Aggregate functions
- ✓ Lookup & references Formulas
- ✓ Conditional formulas & its variant for decision making
- ✓ Name and label cells and ranges of cells.
- ✓ Use names and labels in formulas.
- ✓ Create formulas that span multiple worksheets.
- ✓ New formulas of Excel 2019/365- Xlookup, sort, filter, & etc.

MODULE 3

- ✓ Advanced Sorting & Filtering with complex criteria
- ✓ Horizontal & vertical Sorting with quick & custom sort
- ✓ Advanced sorting technique for Variance Calculation
- ✓ Filtering Data in a List & extract unique record list
- ✓ Data filtering with complex criteria

MODULE 4

- ✓ Convert dead range/list in to live data
- ✓ Cross filtering in table by using slicer
- ✓ Understand table nomenclature & its importance
- ✓ Call table name or range in formulas
- ✓ Behavior of table on list & charts

MODULE 5

- ✓ Create Pivot Reports
- ✓ Data Shape requirement For Pivot table
- ✓ Classic Pivot layout
- ✓ Slice & dice in pivot by using slicer & Time line
- ✓ Text, Numbers & Date grouping in pivot
- ✓ Create multiple reports by using report filter pages
- ✓ Advanced calculations, horizontal & vertical analysis, ranking, growth & many more
- ✓ Custom calculation & Pivot Charts
- ✓ Dashboards with pivot Table

MODULE 6

- ✓ Dashboards with Power BI
- ✓ Create Stunning & Outstanding dashboards with power View
- ✓ Use cards & built-in visualizations
- ✓ Customization of visualizations

MODULE 7

- ✓ Database Management by using Power Query
- ✓ Convert reports back in to database
- ✓ Data transformation
- ✓ Data merging & Appending
Data cleaning & cleansing

MODULE 8

- ✓ Charts & Graphs
- ✓ Create charts & graphs
- ✓ Editing charts layout & component
- ✓ Customization of charts

MODULE 9

- ✓ Macros
- ✓ Understanding of macros
- ✓ Setting macros security
- ✓ Macros recording, saving & Calling
- ✓ Record a simple macro
- ✓ Running of recorded macro
- ✓ Macro charged reports



TRAINER PROFILE

Muhammad Ali is a Microsoft Certified Trainer. He has done master's in Economics & Finance. He has been associated with Pakistan Society for training and development and Innovative Institute of Management & IT Training since 2013 and hundreds of individuals, professionals and corporate executives have gone through his training's sessions from all areas of life including multinationals, local companies, government organizations, financial institutions, and educational institutions.

