Pakistan Society for Training & Development

EFFECTIVE
USE OF EXCEL
BASIC TO INTERMEDIATE

WITH ASIM ALEE

INTRODUCTION

The course introduces Excel at intermediate level, introducing the new features of Excel. Features covered: calculations tips and tricks, keyboard shortcuts to insert formulas, creating reports with Excel Pivot Tables, presenting reports with charts & graphs, and highlighting data anomalies with conditional formatting, automating tasks using macros & more.

LEARNING OUTCOMES

☑ Introduction, navigation & selection
☑ Analyzing data with excel aggregate functions
☑ Worksheet formatting and presentation
☑ Leveraging formulas and functions
☑ Managing and analyzing data
☑ Creating a visual presentation of data
☑ How to use Data tools in Data Tab
☑ Managing files and templates
☑ Automating tasks with macros

PKR 25,500 + GST

VIRTUAL

09:00 AM TO 12:00 PM

babar.khan@pstd.com.pk
uzair.tariq@pstd.com.pk

+92333 2406753
+92331 9763144

CONTENTS

INTRODUCTION, NAVIGATION & SELECTION

The Spreadsheet Model
- ☑ Understanding Excel new interface & features
- ☑ Worksheets and their contents
- ☑ Tabs, group, commands & their customization

Navigating The Interface
- ☑ General navigation
- ☑ The Ribbon
- ☑ Managing large spreadsheets by zooming
- ☑ Using Custom Views
- ☑ Manage versions of a workbook

Data Editing
- ☑ Modifying cell contents and formats
- ☑ Inserting data with AutoFill
- ☑ Knowing when to use Paste Special
- ☑ Finding and replacing data
- ☑ Go-to special command to select desired Data

ANALYZING DATA WITH EXCEL AGGREGATE FUNCTIONS

Summarizing data with Excel Aggregate functions
- ☑ SUMIF()
- ☑ COUNTIF()
- ☑ AVERAGEIF()

WORKSHEET FORMATTING AND PRESENTATION

Initial Formatting
- ☑ Configuring cell numeric formats
- ☑ Aligning data within cells
- ☑ Efficient presentation using the Format Painter
- ☑ Fitting cells to data size

Worksheet presentation
- ☑ Freezing worksheet areas
- ☑ Hiding content in worksheets
- ☑ Editing, modifying, and saving templates

Innovative formatting
- ☑ Styling cells and sheets with prebuilt styles
- ☑ Conditionally formatting cells and data
- ☑ Rotating and wrapping text

LEVERAGING FORMULAS AND FUNCTIONS

Formula basics
- ☑ Determining the order of operations
- ☑ Specifying relative and absolute cell references
- ☑ Introducing conditional logic in formulas
- ☑ Nesting expressions in formulas

Working with Names & Formulas
- ☑ Cell and range names
- ☑ Creating and using names
- ☑ Managing names
- ☑ Keyboard Shortcuts to use Names
- ☑ Assigning values to names
- ☑ Calculating figures based on conditions

Extending formulas and functions
- ☑ Putting strings together with concatenation
- ☑ Finding data with a formula: VLOOKUP, HLOOKUP
- ☑ Using IFERROR and IFNA functions with VLOOKUP
- ☑ Copying and pasting formulas and/or values
- ☑ Handling formulas with dates

Auditing worksheet formulas
- ☑ Deciphering tagged cells with errors
- ☑ Identifying formula error indicators
- ☑ Tracing spreadsheet formula errors

CONTINUED

MANAGING AND ANALYZING DATA

Managing and Filtering Data using Tables
- ☑ Filtering data
- ☑ Advanced filtering for complex queries
- ☑ Working with tables
- ☑ Understanding Table Nomenclature
- ☑ Slice & Dice Data with Slicers

Subtotaling and Outlines
- ☑ Outlining and subtotals
- ☑ Outlining and consolidating data
- ☑ Creating Nested subtotals

Condensing and Refining Data With Pivot Table
- ☑ Creating multiple reports on sing data set using Pivot Tables
- ☑ Sorting, Grouping and filtering Pivot Reports
- ☑ Formatting PivotTables
- ☑ Creating dynamic Pivot Charts
- ☑ Extracting multiple reports with Pivot filter option
- ☑ Conditional formatting with PivotTable

CREATING A VISUAL PRESENTATION OF DATA

- ☑ Charting your data
- ☑ Determining when charts are required
- ☑ Adjusting chart layouts, title and labels
- ☑ Switching chart type or data source
- ☑ Advanced charting techniques
- ☑ Chart formatting options
- ☑ Combination charts

Highlight Data Anomalies with Conditional Formatting
- ☑ Analyzing Trends with
  - ☑ Data bars
  - ☑ Color Scales
  - ☑ Icon Sets

DATA TOOLS

Working with Flash Fill
- ☑ Flash fill to transform data
- ☑ Changing case with flash fill
- ☑ Extracting required Text with Flash fill
- ☑ Quick analysis to apply Charts, Tables, Sparklines & Formulas

Splitting Text to Columns
- ☑ Splitting text form single columns to multiple columns
- ☑ Understanding Delimited and Fixed Width transformation
- ☑ Converting values formatting using Text to Columns

Validating Data to avoid input Wrong Data
- ☑ Controlling the limits of data
- ☑ Getting list of values in Drop Down Menu

Remove duplicates values
- ☑ Removing duplicates values from a column
- ☑ Using multiple columns to remove duplicates

Consolidate multiple data sets
- ☑ Creating consolidated reports using multiple tables/sheets/ files
- ☑ Creating 3D and static consolidated reports

MANAGING FILES AND TEMPLATES

Managing Workbooks and Worksheets
☑ Using multiple worksheets and workbooks
☑ Using multiple workbooks Linking worksheets with 3D formulas
☑ Linking workbooks
☑ Managing workbooks

Printing workbooks
☑ Setting options on the Page Layout tab
☑ Viewing and adjusting page breaks
☑ Developing appropriate headers and footers

Working with Templates
☑ Using Built – In Templates
☑ Customized your own Workbook & Worksheet Templates

AUTOMATING TASKS WITH MACROS

Managing Workbooks and Worksheets
☑ Understanding VBA & Editor's Interface
☑ Recording Simple Macro for Number Formatting
☑ Putting your daily tasks in Macro
☑ Understanding Macro Security

Who Should Attend

This Training is intended for professionals who need to extend their Excel skills from intermediate to advance level.

TRAINER PROFILE

AASIM ALEE is a Microsoft Certified Professional and MBA – Finance who is specialized in data analysis, Excel dashboard reporting, charts & graphs, advanced reports development & excel customization. He has more than 8 years of diversified industry exposure. He has successfully trained 1000s professionals from prevalent organizations. He provides several trainings and workshop which includes: · 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 Professional · Excel for Sales Professionals · Creating Self BI (Business Intelligence Reports) with Excel 2010 & 2013 · Excel beyond Spreadsheet – Playing with Macros.

Pakistan Society for
Training & Development

www.pstd.com.pk

+92333 2406753
+92331 9763144

bushra.umais@pstd.com.pk
uzair.tariq@pstd.com.pk