25th - 26th July
2022

9AM-5PM

Pakistan Society for
Training & Development

EFFECTIVE USE OF MS EXCEL
BASIC TO INTERMEDIATE

WITH AASIM ALEE

ABOUT TRAINING:

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.

YOU WILL LEARN:

- ☑ 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

FEES
PKR 32,500 + ST

Location:
PSTD

MODE
CLASSROOM

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WHO SHOULD ATTEND?

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

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
- ☑ Goto 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

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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

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
- ☑ Highlight required values with Conditional Formatting
- ☑ Analyzing Trends with
  - o Data bars
  - o Color Scales
  - o Icon Sets

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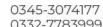
Working with Flash Fill
- ☑ Flash fill to transform data
- ☑ Changing case with flash fill
- ☑ Extracting required Text with Flash fill
- ☑ Quick analysis to apply Charts, Tables, Sparklines & Formulas

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 i nput 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

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

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

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

AUTOMATING TASKS WITH MACROS
- ✅ Understanding VBA & Editor's Interface
- ✅ Recording Simple Macro for Number Formatting
- ✅ Putting your daily tasks in Macro
- ✅ Understanding Macro Security

TRAINER'S 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 State Bank Of Pakistan, Faysal Bank, Bank Al-falah, EBM, Lotte Chemical, Shell Pakistan, PSO, DHL, Pakistan Petroleum Limited, Zulfiqar Industries, Rafhan Maize Products, Deewan farooq group, National Foods, MAERSK, DAMCO, AeroLube, ChannelTek, GroupM, JS Bank, B.Braun, 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 during his in – house sessions, workshops & regular classes.

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.