



March 7th & 8th,
2023



09:00am
to 05:00pm



Pakistan Society for
Training & Development

ADVANCE EXCEL FOR ADVANCE REPORT DEVELOPMENT

WITH AASIM ALEE

INTRODUCTION

This is a comprehensive training that will enable the Participants to use Excel advance options & reporting tools in multiple ways to perform their Excel routine work more quickly and accurately. You will learn sophisticated, advanced & professional tips & tricks to general professional reports & dashboards, unleash the power of excel hidden & obscure features and this will be the best opportunity to get the answers of all your Excel queries, reporting problems & analysis techniques.

LEARNING OUTCOMES

- ✓ At this program's conclusion, participants should be able to:
- ✓ Leverage features of Microsoft Excel to facilitate business decisions
- ✓ Summarize huge data with excel array & aggregate functions
- ✓ Data transformation & cleaning for better analysis
- ✓ Process data from multiple data sets for summary reports using POWER QUERY
- ✓ Merging Data using LOOKUP & REFERENCES formulas
- ✓ Highlight data anomalies with advance conditional formatting
- ✓ Creating sophisticated & dynamic charts for business decision
- ✓ Creating dynamic Dashboard reports PivotTable
- ✓ Perform "what-if" analysis for developing budget and project plans
- ✓ Creating macro charged reports

FEES
PKR 29,500 / + ST
(NON-MEMBERS)
PKR 28,500 / + ST
(MEMBERS)

LOCATION
PSTD KARACHI

MODE
CLASSROOM



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TRAINING CONTENT

Formulating Decisions from Database Information

Extracting Information with Look Up & Reference- Advance Techniques

- ✓ Merging multiple data into one using LOOKUP & REFERENCES formulas
- ✓ Calculating data with multiple & complex criterion
- ✓ Understanding Excel 365 XLOOKUP() Function

Distilling datasets for data analysis

- ✓ Managing multiple datasets on a single worksheet with the Table feature
- ✓ Defining an Excel dataset to ensure appropriate use of built-in features
- ✓ Using Excel 365 UNIQUE(), SEQUENCE(), SORT() & FILTER() Functions

Excel & Other Office Applications Integration

- ✓ Understanding Object Linking and Embedding
- ✓ Showing Excel reports in PowerPoint
- ✓ Excel Charts in PowerPoint

Macro Charged Reporting | Enhancing Excel Usage with Macros

Automating repetitive tasks

- ✓ Simplifying complex tasks and reducing errors with recorded macros
- ✓ Bulletproofing routine editing and formatting
- ✓ Invoking macros with Form controls

Recognizing the code behind a macro

- ✓ Working with the Visual Basic Editor
- ✓ Identifying the composition of a macro
- ✓ Troubleshooting and interpreting code in a macro procedure
- ✓ Modifying macros in the code window



TRAINER PROFILE

Aasim Alee is 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 session from all areas of life including multinationals, local companies, government organizations, financial institutions, and educational institutions.



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