

Online

Training in Excel

Basic to Advance

The National CPD Committee of ICMA is organizing an Online Training in Excel (Basic to Advance).

Program Details:

Day/Date : 19th, 21st, 24th, 26th, 28th September & 1st, 3rd, 5th October, 2022
Mondays, Wednesdays and Saturdays

Timing : 8:00 pm to 10:00 pm

Venue : Online

Duration : 16 Hours

Registration: <https://bit.ly/3Rg3WKW>



Investment/Fee

Students	PKR. 4,000/-
Active Members	PKR. 6,000/-
Non Members	PKR. 10,000/-

Course Fee includes: Course Material, Certificates

Habib-ullah Anwar Shami

Officer (Continuing Professional Development)
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Cell: 0333-8306003, Email: cpd_lhr@icmap.com.pk

Maqsood un Nisa

Sr. Officer, CPD
Phone: 021-99244074 | Cell: 0331-3021941
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Distinguished Trainer:



Tahir Mahmood Fazal

Mr. Tahir Mahmood Fazal, Associate Certified Financial Accountants, MBA (Finance & IT) has more than 17 Years diversified industry exposure. He is a Professional Trainer of IICMA, Lahore University of Management Sciences (LUMS), University of the Punjab, University of Management and Technology [UMT], Skill Development Council of Pakistan, Pakistan Industrial Technical Assistance Centre,. He has involved in Corporate Trainings, Workshops, and Seminars & in Regular classes for Data Analysis, Dashboard Reporting, Excel Spreadsheets techniques, advanced charting techniques and Advanced Reports Development. Mr. Tahir possesses special skills in MS Excel 2007, 2010 & 2013. He has more than 1500 employees of Corporates (LUMS, ICMAP, Save the Children, NADRA, WITRIBE, Telenor Pakistan, DG Cement, KSB Pumps, Attock Petroleum Limited, Scomi Oil Fields, Weatherfords Oil Company, ATLAS COPCO and others) with 100% Satisfactions.

Training Contents:

- Exploring the Excel Environment
- Developing a Workbook
- Customizing Layout
- Calculating Data with Advanced Formulas
- Organizing Worksheet and Table Data
- Presenting Data Using Charts
- Analyzing Data Using PivotTables and Pivot Charts
- Inserting Graphic Objects
- Customizing and Enhancing Workbooks and the Excel Environment
- Data Validation
- Dynamic Ranges
- Working with Tables
- Working with Pivot Tables
- What-IF Analysis
- Charts and Slicers
- Using Excel Functions in the Advanced Manner
- Array Functions
- Planning a Excel Dashboard

With Regards:

Awais Yasin, FCMA

Chairman
National CPD Committee