



# INTERMEDIATE TO ADVANCED EXCEL

» **Advanced Course**

» **2 Days Workshop**



» **Date & Venue:**  
14-15 June (Tue-Wed) in Movenpick Hotel Karachi  
21-22 June (Tue-Wed) in Royal Palm Lahore

» **Workshop Investment:** 18,500 Exclusive of GST  
» **Timing:** 9:00 am to 3:00 pm



**Course Facilitator:**  
**Khawaja Rizwanuddin**  
Chief Executive Officer  
Strategic Corporate Trainers

**Visiting Faculty:**  
ICMAP - Institute of Cost and Management Accountants of Pakistan - Since 1992  
IQRA University - Since 2014

Khawaja Rizwanuddin is trained in Project Management and computers by Americans in Saudi Arabia on a 2.5 Billion Dollars Oil & Gas project of ARAMCO; for their Cost & Scheduling department through FLUOR (A Houston based American Corporation).

He is offering professional IT Workshops with ICMAP since 1992 and in last two years he offered 6 workshop on Computerized Project Management using Microsoft Project 7 workshops on Advance Excel with Macros.

## » **Course Overview:**

Currently EXCEL is the most widely used tool in the Business World and it is not only covering the calculations for costing, accounting, estimates ... at the same time it is using in the MRP & MRP-II and in Project Planning, Costing and Scheduling, too.

The course is intended for the advancing EXECUTIVES of the business world who are involved in heavy calculations throughout the day and for those who are now-a-days using

the SAP or other very advanced ERP and Business software's without any proper training in it and facing a lot of issues to handle their daily work done in EXCEL, which later to be integrated or incorporated with the SAP ... they will learn HOW to do it very efficiently.

The course is nearly 100% practical with a no. of EXTRA exercises in HOW to EXPORT the data to SAP or HOW to IMPORT from it or from any other proprietary tools.

## » Course Content:

### Intermediate Level:

Analysing Data  
Sorting and Filtering  
Conditional Formatting  
Charts Overview  
Sub-Total Reports  
Scenario Manager  
Goal Seek  
Tables in Excel  
Formatting Tables in Excel  
Range Names and its application

- Writing Absolute Formulas
- Using Lookup functions
- Conditional Formatting
- Goal Seeking
- Financial and Mathematical Functions
- Importing Data into Excel
- Exporting Data from Excel
- Data Validation for accurate data entry

### Advanced Level:

1. Data worksheet Formation
  - Auto Formatting, Conditional Formatting
  - Data Sorting, Auto Filter

- Advance Filter, Data Validation
  - Text to Column, Pivot Table
2. Creating Charts
    - The Chart Wizard, Worksheet & Chart Links
    - Data Series , Chart Type
  3. Using Excel with other Programs
    - Insert a new object
    - Include word document content in an Excel document
    - Use an Excel list as a data source for a word data merge
    - Using outlook with Excel, Send Excel document visa e-mail
  4. Advanced Techniques
    - Consolidations,
    - Document Protections, Protect/unprotect a workbook
  5. Setting Excel Options
    - The Options Dialog, View, Calculation, Custom Lists, Chart, Error Checking
  6. Function Reference
    - Financial Functions, Date & Time Functions, Math. & Trig. Functions
    - Statistical Functions, Lookup & reference functions, Database Functions
    - Text Functions, Logical Functions
    - Information Functions

## Who Should Attend?

CEO, CFO, COO, Directors, Engineers, Executives, Managers, Auditors, IT and Business world executives, Marketing & Sales Managers, and all executives involved in local and international businesses with heavy use of calculations and reporting in their businesses.

## Pr-requisite for this Course:

Thorough operational knowledge of EXCEL Basic, a must. The person must have knowledge of Windows and Computer operations.

## » Course Facilitator:



### Khawaja Rizwanuddin

Chief Executive Officer  
Strategic Corporate Trainers

#### Visiting Faculty:

ICMAP - Institute of Cost and Management Accountants of Pakistan - Since 1992  
IQRA University - Since 2014

My professional background is of Civil & Mechanical Engineering drafting, for past 20+ years I am in the IT/Computer world. Doing the Business Systems, Analysis, Design and Implementation in the diversified businesses in Pakistan and in Saudi Arabia.

Trained in Project Management and computers by Americans in Saudi Arabia on a 2.5 Billion Dollars Oil & Gas project of ARAMCO; for their Cost & Scheduling department through

FLUOR (A Houston based American Corporation).

Currently running my own CORPORATE TRAININGS and serving as visiting faculty of IQRA University for the Supply Chain Management and Operations Management for their BBA Honors' students. AND a visiting faculty of ICMAP - Institute of Cost and Management Accountants of Pakistan serving since 1992, AND offering Corporate workshops with various reputed educational organizations.

He is offering professional IT Workshops with ICMAP since 1992 and in last two years he offered 6 workshop on Computerized Project Management using Microsoft Project 7 workshops on Advance Excel with Macros.

### Clientele:



For registration(s) send us your Participants Name,  
Designation email, address & cell numbers  
Also please provide us organization's NTN #

[register@quickbizgroup.com](mailto:register@quickbizgroup.com)

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+92-300-8294943 [www.quickbizgroup.com](http://www.quickbizgroup.com)



#### Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.