

Intermediate Excel

2007, 2010, 2013



All participants are requested to please bring your laptops with you

Course benefits for Professionals & Organizations:

The participants will go through 25-30, 15-minute each, targeted exercises that will teach them the following tools of Excel:

1. Advanced formulas and functions. The must covered functions are:
Text functions: CONCATENATE, TRIM, LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TEXT
Lookup functions: VLOOKUP, HLOOKUP, MATCH, ROW, COLUMN, INDEX, CHOOSE
Time & Date functions: DATE, EDATE, EOMONTH, NETWORK DAYS, TODAY, NOW, WEEKDAY, and WORKDAY
Financial functions: FV, PMT, PV, INT
Logical functions: IF, IFERROR, AND, OR
2. Number, Date and Text Formatting
3. Conditional formatting
4. Working efficiently through Excel Tables
5. Visual representation of data through creating Charts and Graphs
6. Analyzing data through Pivot Tables
7. Improving references through Named Ranges
8. Decision making with What-if analysis (Goal Seek and Solver)
9. Privacy management through Sheet and Workbook Protection
10. Saving time by applying Power Shortcuts
11. Saving time by Automation through Macros
12. Linking Multiple Worksheets and Workbooks

Who Should Attend?

This training is suitable for a diverse range of professionals who wish to improve their Excel skills to gather and analyze data in a more efficient way.



Course Facilitator Syed Taha Ghayas

Syed Taha Ghayas is ranked among the top 5% Excel experts throughout the world at Elance.com. He has taught thousands of individuals on Intermediate and Advanced Excel through his videos on his Facebook page Learn & Experience With Syed Taha Ghayas.

Syed Taha Ghayas is the Learning & Development Manager at Meezan Bank Limited. He has been practicing Microsoft Excel over the last decade and has trained hundreds of professionals at Meezan Bank and thousands of individuals online. An MBA from the IBA, Karachi, he has served K-Electric and has taught Financial Modelling and Portfolio Management to Executive MBA classes at Mohammad Ali Jinnah University, Karachi.

He is highly passionate about Financial Modelling and has developed his industry popular Portfolio Optimization Model that regularly outperforms the market.

Testimonials from Previous Participants

Thank u Syed Taha Ghayas for giving some golden tips in Excell....its really helping me here in bank specially the formulas.
Mufti Asad Gul, Shariah Officer at The Bank of Khyber, 8 November 2013.

You are most welcome to check the trainer's videos and viewers' comments on his Facebook page <http://www.facebook.com/LearnWithSyedTahaGhayas>

For registration(s) send us your Name, Designation, Organization, Mobile, E-Mail and Postal Address to register@quickbizgroup.com



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Date & Venue:
30th July 2016
Movenpick Hotel Karachi

Timings: **9:00- 5:30**
Workshop Investment:
PKR 12,500/-
Exclusive of 15% Sales Tax

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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.