



# Mastering Microsoft Excel

## (Intermediate)

### Date & Venue:

13th April-2017 Movenpick Hotel Karachi  
21st April-2017 Royal Palm Lahore

### Timings: 9:00 – 5:30

Workshop Investment PKR 15,500/-  
Course Facilitator: Syed Nasir Iqbal Kirmani

## About this course

This Intermediate Microsoft Excel 2013 / 2016 training class is meant for delegates who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Delegates will also work with charts and advanced formatting including styles.

## Prerequisites

- Familiarity with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.
- Basic Excel 2013 / 2016 skills.
- Participants to bring their own Laptop to attend this practical training session.

## At course completion

After completing this course, delegates will be able to:

- Insert the course objectives in a bulleted list with periods. For example:
- Learn to use formulas and functions.
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Insert and modify illustrations in a worksheet.
- Learn to work with tables.
- Learn to use conditional formatting and styles.

Note: For Senior Executives / CEOs / GMs who wish to attend 1 – 1 session with our expert Coach, separate sessions can be organized of half day each.

### Module 1: Advanced Formulas

This module explains how to work with advanced formulas in Excel.

#### Lessons

- Using Named Ranges in Formulas
- Using Formulas That Span Multiple Worksheets
- Using the IF Function
- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the CONCATENATE Function
- Using the TRANSPOSE Function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT, RIGHT, and MID Functions
- Using Date Functions
- Creating Scenarios

### Module 2: Working with Lists

This module explains how to work with lists in Microsoft Excel 2013 / 2016.

#### Lessons

- Converting a List to a Table
- Removing Duplicates from a List
- Sorting Data in a List
- Filtering Data in a List
- Adding Subtotals to a List

### Module 3: Working with Illustrations

Adding illustrations to Microsoft Excel worksheets is a great way to improve their look and feel, and also to illustrate your points. Fortunately, it's easy to add pictures (your own or choose from a large library of pictures provided by Microsoft) and shapes.

#### Lessons

- Working with Clip Art
- Using Shapes
- Working with SmartArt

### Module 4: Visualizing Your Data

This module explains how to use techniques for visualizing your data.

#### Lessons

- Inserting Charts
- Add and Format Objects
- Insert a Text Box
- Create a Custom Chart Template

### Module 5: Working with Tables

This Working with tables in Excel 2013 / 2016 can help you organize your data. In Excel, you can group data together into a table and then manipulate that table.

#### Lessons

- Format Data as a Table
- Move between Tables and Ranges
- Modify Tables
- Define Titles

### Module 6: Advanced Formatting

This module explains how to use advanced formatting techniques in Excel 2013 / 2016.

#### Lessons

- Applying Conditional Formatting
- Working with Styles
- Creating and Modifying Templates

### Module 7: Microsoft Excel 2013 / 2016 New Features

Excel 2013 / 2016 provides a number of new functions and tools to help make working with worksheets easier and more efficient.

#### Lessons

- New Functions in Excel 2013 / 2016
- Using New Chart Tools
- Using the Quick Analysis Tool
- Using the Chart Recommendation Feature

## Audience profile

Delegates who have basic skills with Microsoft Excel who want to learn intermediate-level skills or delegates who want to learn the topics covered in this course in the 2013/2016 interface.

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)

Quickbiz Group Office No. 403 Tahir Plaza, Sultan Ahmed Road, Block # 7 & 8 JCHS, Karachi. Contact: 021-34209142 Mobile: +92-343-2508186, +92-300-8294943 [www.quickbizgroup.com](http://www.quickbizgroup.com)