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Enhance Your
employability

ADVANCE EXCEL

**FOR
BUSINESS ANALYSIS
(AEBA)**

Taking You to the Next Level

Looking at the growing needs of corporate Sector,
Softax is introduced a 6 weeks practical training course

become an
“EXCEL GURU”

COURSE FACILLITATOR



Mr. Muhammad Uzair Hakim
Microsoft Office Expert & Trainer

Mr. Uzair is an accounts, finance & internal quality audit professional having more than 17 years of professional experience in finance and accounts, financial modeling, feasibilities, projections, growth strategy development, performance measurement (KPIs), total quality management (TQM), six sigma green belt, statistical problem solving tools, statistical process control tools (SPCs) and business process reengineering (BPR). He served Kohinoor Textile Mills as a Quality Assurance head in 14 years.

INTRODUCTION

AEBA is a training program that can make a beginner an efficient user of MS Excel?

There is no scarcity of opportunities for people with Advanced Excel Skills. According to a survey by USNews.com, 79% of all top paying business jobs require advanced Excel skills. There is no doubt that becoming awesome in Excel can improve your career, life & future prospects.

We want to invite you to our “**Excel School for Business Management**” so that you can become awesome in Excel.

Looking for an Excel course for beginners to experts?

This training program has something for everyone, covering beginner, intermediate and advance levels in Excel. In this Program you will learn about all aspects of Excel, right from formula basics to advanced formulas, charting, conditional formatting, pivot tables, form controls, interactive charts and dashboard reports. You will also learn intermediate and advanced techniques such as how to find a value with VLOOKUP, create and format PivotTables, record basic Macros and many more.

ABOUT SOFTAX

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 26,000 Corporate Executives and arranged more than 800 workshops and short courses.

COURSE CONTENTS

1. Introduction to Excel

- a. Overview of Excel
- b. Excel for Beginners

2. Excel Formulas

- a. Relative & Absolute Cell References
- b. Using IF Formula, Nesting IF Formulas
- c. COUNTIF, SUMIF Formulas
- d. Excel Text Formulas
- e. VLOOKUP formula, INDEX, MATCH Formulas
- f. Advanced VLOOKUP Tricks Advanced
- g. How to Get Unique Values from a List using Formulas Advanced
- h. Date Formulas
- i. OFFSET Formula Advanced
- j. SUMPRODUCT Formula Advanced
- k. SUMIFS Formula, COUNTIFS Formula
- l. SMALL, LARGE Formulas Advanced
- m. ROWS, COLUMNS Formulas
- n. Formula Editing Tips and Tricks
- o. Formula Debugging/Auditing

3. Excel Formatting

- a. Formatting Paste Special
- b. Conditional Formatting

4. Charting

- a. How to Select Correct Chart
- b. Introduction to Excel Charts
- c. Chart Formatting – Tips
- d. Bar & Column Chart Formatting
- e. Advanced Charting in Excel
- f. Dynamic Charts
- g. Interactive Charts In Excel Advanced

5. Class Project # 1

6. Working with Tables & Pivot Tables

- a. Excel Tables
- b. Excel Pivot Tables
- c. Pivot Table Tricks

7. Data Filters, Sorting & Data Validation

- a. Data Filters & Sorting
- b. Data Validation

8. Importing External Data, Exporting Excel Workbooks

- a. Importing External Data
- b. Export Excel to Other Formats
- c. Excel Access Integration

9. Advanced Formulas

- a. Named Ranges
- b. Using Formula Audit Tools
- c. 3D References (example: consolidate sales data)
- d. Array Formulas - What are they? (Example: MAXIF, MINIF)
- e. Circular References - What are they?
- f. Various Calculation Modes and How to use them.
- g. Formula Errors and how to handle them

10. Macros & VBA

- a. Introduction to Macros

11. Class Project # 2

12. Additional Topics

- a. Working with Complex Worksheets

13. Excel Dashboard

- a. What is a Dashboard?
- b. Dashboard Creation Process
- c. Making Excel Dashboards
- d. Dashboard Design – Tips & Tricks

The course is Microsoft Excel 2010, 2013 and 2016 compliant.



Contact Details

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Program Details

- Venue:** Softax House, 51/A-2, Lawrence Road, Lahore.
- Timing:** 6:00 pm to 9:00pm
- Duration:** 6-weeks (2 days a week, 3 hours a day)
(Thursday & Friday)

Batch 02

Starting From August 23, 2017

Last Date for Registration August 21, 2017

Prerequisite

Every Student should preferably bring their own laptops in the class

Fee: 8,495/- + PST
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