Octara
Training | Conferences | Events | Publications

Microsoft Excel 2007

MASTERCLASS

Course Facilitator:

Nooruddin Surani, CISA

Microsoft Certified Technology Specialist | Microsoft Certified Trainer | Project Management (2008)

Microsoft Certified Trainer

Certified Information Systems Auditor (CISA)

Microsoft Excel 2010 Certified Application Specialist

Microsoft Office 2007 Master Program Certified

Over 16 years hands on application development experience

Chief Operating Officer, Viftech Solutions (Pvt.) Ltd.

Course I:

Intermediate: EXCELeration

21 May, 2013, Sheraton Hotel & Towers, Karachi
28 May, 2013, Pearl Continental Hotel, Lahore
9:00 am to 5:00 pm

Course II:

Advanced: Dashboard Reporting

22 May, 2013, Sheraton Hotel & Towers, Karachi
29 May, 2013, Pearl Continental Hotel, Lahore
9:00 am to 5:00 pm

Blended Learning Methodology:

The course uses a unique amalgamation of classroom and online learning featuring:

- **20 days** of comprehensive blended learning
- **32 hours** of in-depth training
- **Real-time** and **pre & post** course evaluation
- Optimal time & resource management for **maximum throughput**

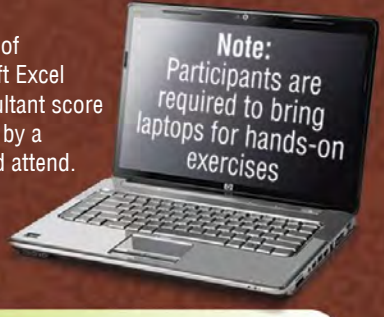
Detailed overview of Blended Learning inside!

Complimentary Online Assessment:

Not sure which level of Excel users you fall under?

Put yourself to the test! The course offers a complimentary pre-course online assessment of executives to test their skills of using Microsoft Excel to the maximum business advantage. The resultant score will categorize their level of expertise followed by a recommendation as which module they should attend.

Contact us on the numbers below to obtain your web login and get started!



...Only from Octara!!!

For Details & Registration: Tel: 021-34534261, 021-34536315, Fax: 021-34520708, E-mail: register@octara.com I **www.octara.com**

Course Facilitator:
Nooruddin Surani, CISA

- Microsoft Certified Trainer
- Certified Information Systems Auditor (CISA)
- Microsoft Excel 2010 Certified Application Specialist
- Microsoft Office 2007 Master Program Certified
- Over 16 years hands on application development experience
- Chief Operating Officer, Viftech Solutions (Pvt.) Ltd.

Nooruddin Surani, CISA, is an MBA in MIS, a Microsoft Certified Trainer, Microsoft Certified Technology Specialist for Managing Projects with Microsoft Project 2010 and Brainbench Certified for Project Management 2008. His vibrant personality combined with a unique blend of content and delivery makes the participants' experience both educating and entertaining.

Surani has been associated with the application of Information Technology for more than 18 years and is actively involved in training and teaching as a visiting faculty with multiple reputable institutes. He is considered amongst the new breed of dynamic "IT Trainers", and can perfectly blend his experience with his teachings.

Surani's unique experience of working with the corporate sector includes software project management and designing & development of software solutions for medium to large sized industries, retail business management, educational, financial and banking institutions. He is being engaged in software projects for leading organizations like "Standard Chartered Bank" to NGOs like "Aga Khan Education Services, Pakistan" and for global firms like "AIU Holdings Inc. (USA)" and "Awesome Technologies Inc. (USA)", etc., Software projects developed under his supervision are being used in US, UK, Australia, Sweden & Pakistan.

Surani is thoroughly able to inspire and encourage those around him through his unique training style which enables maximum learning & retention in least possible time. Besides being an ardent trainer, Surani also has to his credit several articles published in multiple IT related publications.

Currently, he is working as the Chief Operating Officer at Viftech Solutions (Pvt.) Ltd., a software & information technology solution provider. Driven by a mission in life, Surani aims to provide better understanding to his participants enabling them to focus better and achieve the results they seek.

Here's what past participants have said about the course

The training was extremely helpful and enhanced my skills to a great level. This session should be continued again for a refresher to help us out in our daily process.
Telenor Pakistan

The session was very well conducted. Trainer was very well equipped with required skills, training has added a lot to my skills.
Coca Cola Beverages Pakistan Limited

Attitude and approach of the facilitator was Excellent, he had thorough knowledge about the topic and I had a very good experience. I want to learn as many topics as I can from the same facilitator in future.
HSBC

Nooruddin has trained participants from

engro foods, NOKIA Connecting People, PARCO, National Foods, ICI, Coca-Cola, JS BANK, Meezan Bank, AkzoNobel, Standard Chartered, UBL Fund Managers, HBL, Pakistan Petroleum Limited, TCS Express & Logistics, Johnson & Johnson, engro polymer & chemicals, HSBC, pepsi, Pharmevo, MCB, ZONG Say it all, TOYOTA, Bayer CropScience, NIB Bank, citibank, UBL, Halcrow, Pfizer, Allied Bank, telenor, SILKBANK Yes we can, multinet, faysal bank

Course Overview:

Business Requirement:

Microsoft Excel is one such application which does not require any preaching to be used. It is one of the most vital ingredients of Microsoft Office 2007 suite and a choice of millions of corporate users due to its power, speed & simplicity of use. Most people have a basic understanding of Excel but a few really know where to find the Excel's most effective & efficient power features. Using Excel to full capability and having a well trained human resource can provide transformational benefits to organizations.

Solution:

This course contains everything you need to know & learn about Excel. It is designed to fill the void which most of trainings leave unanswered by providing a comprehensive training on Excel's features from beginner to advance level. Promising 32 hours of Blended Learning in 20 days, the course is aimed to train participants from Basic to an Expert level understanding of utilizing Excel's power features for maximum benefit of their organizations.

Who Should Attend?

If you want to be an Excel Power User, unleash the true potential of this application and efficiently automate your business processes then this course is for you!

The course features a progressive methodology where participants will graduate from basic to an advanced level deployment of MS Excel at their workplace. Professionals throughout business functions are encouraged to enroll in any **one, two or all three courses** depending on the level of their expertise and work requirement.

Blended Learning:

What is Blended Learning?

Octara and Viftech Solutions feel proud to introduce Blended Learning Methodology – A unique amalgamation of face-to-face and computer-mediated instruction. It is facilitated by the highly effective blend of different modes of delivery, models of teaching, styles of learning and applying them in an interactively meaningful learning environment.

It's all about the right blend!

Formed by an analysis of the learning requirements of corporate sector in Pakistan, we have chosen the perfect blend of methods to ensure that delegates make the maximum out of this learning opportunity.

Methodology:

An optimal combination of following modes of learning will be used for the course:

Classroom Training I Web-based Training I Screen Casts I CD-ROM Exercises I Videos I Sync Systems I Online Evaluations and much more…

Advantages of Blended Learning:

- Creates high interest, accountability, & real-time assessment of the participants
- Delegates are put in situations compelling them to read, speak, listen and think
- Allows delivery tailored content to suit individual needs of delegates
- A shift from passive to active learning!
- Combines online and face-to-face classroom components
- Enhances individualization, personalization and relevancy
- Optimizes time, resources and throughput.

Course I **(Intermediate)**

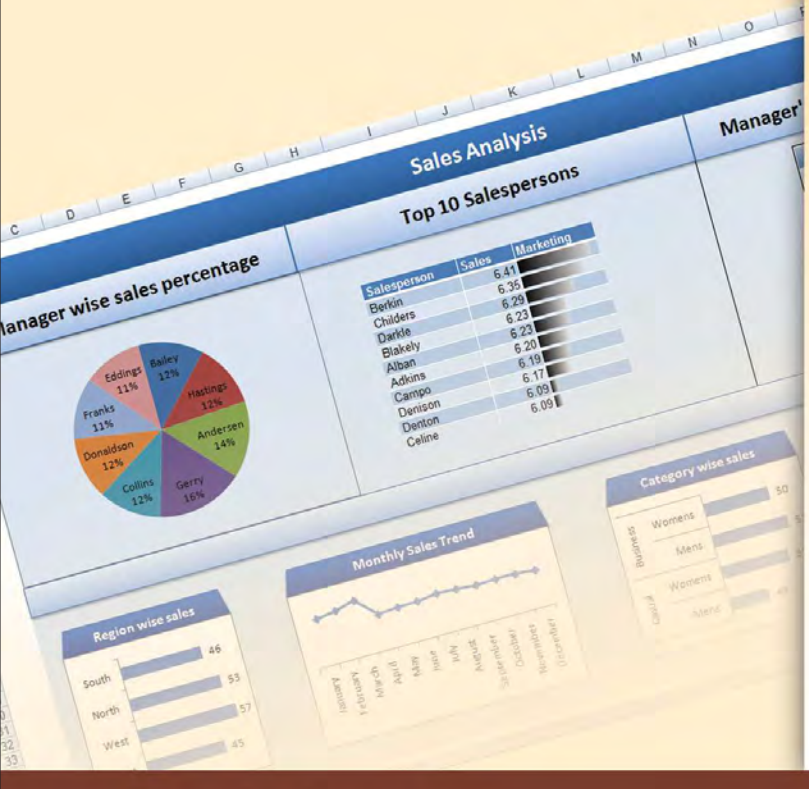
EXCELeration

Key **Benefits:**

- Face to face session equip participants with Excel's Advance Skills
- Learn Excel Power Functions
  - Use VLOOKUP / INDEX / MATCH to find values from 100s of 1000s of records
  - SUMIFS / COUNTIFS to calculate values conditionally
  - Make logical decisions by using IF / AND / OR
- Learn Time Saving techniques to consolidate Excel Workbooks in minutes
- Create Multi-Workbook solutions
- Analyze thousands of records using Excel's Sort & Filter feature
- Learn to create Charts to convey your message with ease & style
- Exchanging data across applications
- Applying security to confidential information

Prerequisite:

- File related options; Open, Save, Save-As
- Basic Formatting
- Using Address & Cell References
- Using Formulas & Functions (SUM, MAX, MIN, AVERAGE)
- Working with basic Charts
- Printing & Previewing Basic options



Course **Outline:**

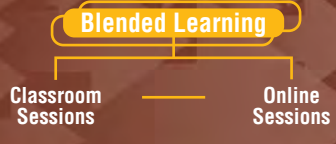
- **Review of Excel's Basic Features**
- **Introduction to Formulas & Functions**
  - Operators, Arguments & Expressions
  - Constants, Addresses / Cell References
  - Cell Referencing; Absolute / Relative Referencing
  - Using 3D references
  - Operator Precedence
  - Understanding Formula Errors
  - Using Range Names
- **Advanced functions**
  - Power Functions
  - Mathematical Functions
  - Logical functions
  - Math and statistical functions
  - Financial functions
  - Displaying and printing formulas
- **Lookups and data tables**
  - Using LOOKUP functions
  - Using MATCH and INDEX
  - Creating data tables
- **Array Formulas**
- **Advanced list management**
  - Validating cell entries
  - Exploring database functions
- **Working with multiple Workbooks & Worksheets**
  - Reconciling Workbooks side by side
  - Manual & Automatic Consolidation
  - Working with Linked Workbooks
- **PivotTables and PivotCharts**
  - Working with PivotTables
  - Rearranging PivotTables
  - Formatting PivotTables
  - PivotCharts
- **Applying Security to Files, Workbooks & Worksheets**
  - File Protection
  - Workbook Protection
  - Worksheet Protection
  - Working with Shared Workbooks
- **Exporting and importing**
  - Exporting and importing text files
  - Exporting and importing XML data
  - Querying external databases
- **Analytical options**
  - Goal Seek and Solver
  - The Analysis ToolPak
  - Scenarios
  - Views
- **Advanced Formatting**
  - Custom Number Formatting
  - Conditional formatting with graphics
  - Smart Art graphics

First Session – 8 hours

- **Face to face (classroom) learning with hands-on practical sessions of Excel's advanced options**

Second Session – 8 hours

- **Online content, for retention & understanding of advanced Excel features**
  - **3 hours of streaming videos (screencasts) of the topics**
  - **Downloadable walkthroughs accompanying each video**
  - **Evaluation to check your understanding**
- **Online screencasts on applied Excel for one case study which uses all the concepts learned**
- **Online discussion forum for explanation of your customized questions**
- **Email support for queries & solutions to your customized workbooks**
- **Extra 30 minute videos on transition from Excel 2003 to Excel 2007**



Course II **(Advanced)**

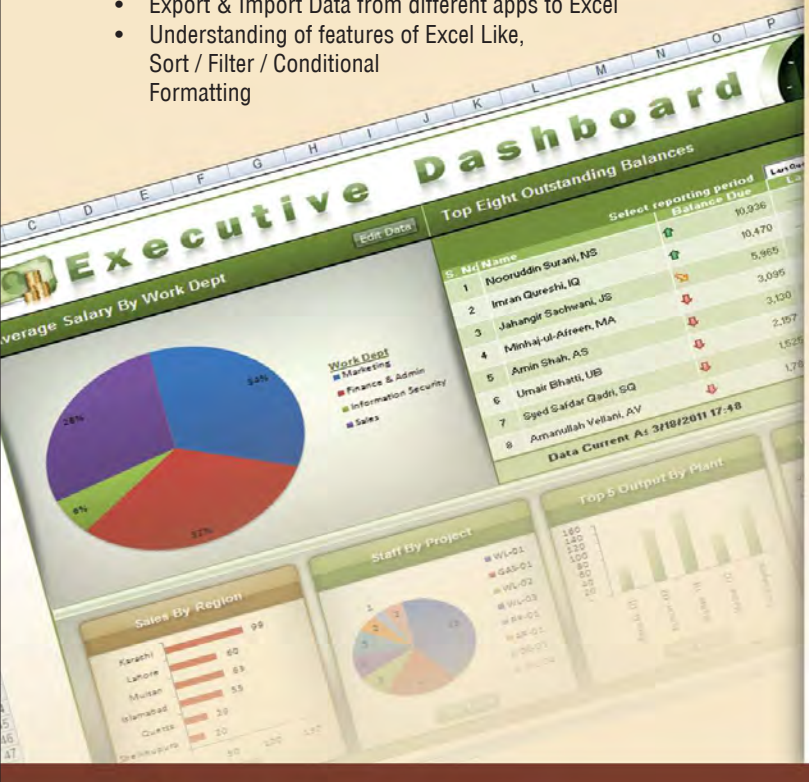
Dashboard Reporting

Key **Benefits:**

- Explore differences between Legacy & Dashboard Reporting
- Understand Visual Design Principle to be applied to business Dashboards
- See how to present KPIs in most intuitive manner
- Discover how to shape up your existing data to be Dashboard compatible
- Learn the key features of Excel which enable you to create well formed Dashboard Reports
- Uncover the secret of making your Excel Dashboard dynamic

Prerequisite:

- Knowledge of Excel's Intermediate level Functions
  - Lookup Functions
  - Logical Functions
  - Power Functions
  - Statistical Functions
- Understand how to work with Multiple Workbooks & Worksheets
- Work with basic charts of Excel
- Export & Import Data from different apps to Excel
- Understanding of features of Excel Like, Sort / Filter / Conditional Formatting



Course **Outline:**

- **Introduction to Dashboard Reporting**
  - Difference between Dashboard Reports & Detailed Reports, Summary Reports & Trends
- **Designing a Dashboards**
  - Understanding the business objective (more profits, low employee turnover, more closed sales)
  - Establish the User Requirements (focusing on what is required in relation with the big picture)
  - Principles to follow – while designing a Dashboard
- **Building the Data Model**
  - Understanding the Data Structure
  - Data Cleansing Strategies
  - Dashboard Data Quality
  - Working with Cell Reference & Name Range
  - Working with important Formulas & Functions – used in Dashboards
  - Working with Multiple Workbook
  - Working with Lists & Using Subtotals
  - Understand Dynamic Lists to Create Dynamic Charts / Pivots
  - Importing & Linking Data
- **Introduction to Visual Design**
  - Using Colors, Proximity, Borders & Size for appropriate impact
  - Cell-sized data with intense graphics vs. gauges
  - Understanding when to use text instead of charts
  - Treating screen as real-estate
  - Conditional Formatting
  - Smart Art, Picture, Shape, Clipart, Hyperlink and their use in Dashboards
- **Working with Charts**
  - Preparing your data for charts
  - Excel Chart Types – when to use which type
  - Small Formatting options which impact most
  - Combining Charts to give your data meaning
  - Creating dummy series, using reference lines & custom labels
  - Adding Form's Control to Make Your Charts Interactive
  - Customizing Charts to create unavailable types; Bullet, Waterfall, Sparklines & Gauges
- **Printing, Viewing & Custom Views**
- **Working with Pivot Tables**
  - Customizing Pivot Tables to have the representation you want
  - Working with Pivot Charts
- **Introduction to Business Models**
  - Types of Models
  - Flowchart and information flow
  - Defining outputs
  - Defining inputs, variables & assumptions
  - Setting up modules
  - Menu structure
  - Help
  - Documentation
- **Creating a Dashboard or Business Model**

First Session – 8 hours

- Face to face (classroom) sessions for understanding concepts & application of Excel for creating Business Dashboards

Second Session – 8 hours

- Complete online availability of learning material in shape of
  - 3 hours of streaming videos (screencasts) of the topics
  - Downloadable walkthroughs accompanying each video
  - Evaluation to check your understanding
- Complete set of videos to create a Business Dashboard
- Online discussion forum for explanation of your questions
- Email support for queries regarding your customized Excel Dashboards
- Extra 30 minute videos on Advanced Formatting Techniques for Dashboards

Workshop Investment

Course I: **Intermediate: EXCELeration**

21 May, 2013, Sheraton Hotel & Towers, Karachi
28 May, 2013, Pearl Continental Hotel, Lahore

PKR **14,500/-** (Fee per participant)

Course II: **Advanced: Dashboard Reporting**

22 May, 2013, Sheraton Hotel & Towers, Karachi
29 May, 2013, Pearl Continental Hotel, Lahore

PKR **15,500/-** (Fee per participant)

Fee includes classroom & online sessions, course material, Octara certificate, lunch, refreshments, and business networking

Note: Participants are required to bring laptops for hands-on exercises **Additional fee** of **PKR 1,500** will be charged in case Laptop is to be arranged by organizers

5 Easy Ways to Register

Phone : **021-34534261, 021-34520092**
Fax : **021-34520708**
E-mail : **register@octara.com**
Address : **Octara Private Limited**
1/E-37, Block-6,P.E.C.H.S., Karachi.
Web : **www.octara.com**

Payment:

A confirmation letter/e-mail and invoice will be sent upon receipt of your registration.
Note: Full payment must be received in advance to confirm enrollment.

Send your cheque in favor of
"Octara Private Limited"

To: Muhammad Imran Anwer
Octara Private Limited
1/E-37, Block-6, P.E.C.H.S., Karachi.
Tel: 021-34534261, 021-34536315, Cell: 0321-2670041

Bring Microsoft Excel 2007 Masterclass In-house

This workshop can be customized to suit specific needs of your organization at significant savings. Please contact **Jason D'souza** at **jason.bosco@octara.com** or call at **0332-2422732** for more details

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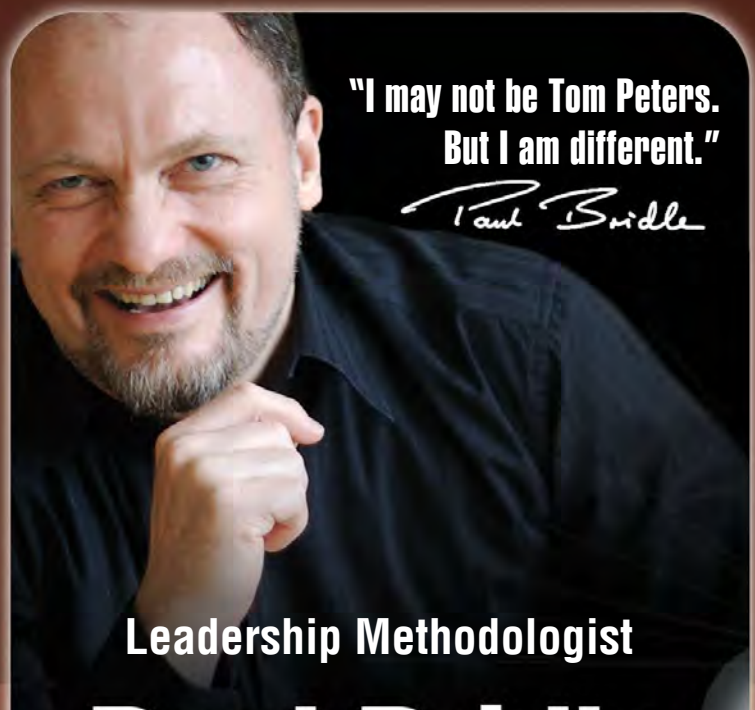
Partner



Leadership Methodologist

Paul Bridle with The Leadership Challenge!

Reinventing Leadership Styles
Leading & Managing changing Businesses
Creating a High Performance Culture

May 14, 2013 - Karachi | May 16, 2013 - Lahore
Seminar Timings 9:00 am - 5:00 pm

FACTS ABOUT **PAUL BRIDLE**

Ranked No. 12 amongst world's
"Top 20 Most Influential Leadership Gurus"

Top 100 Management Gurus of all times (2010)

Certified Speaking Professional (CSP)

Best New Speaker Vistage International (UK)

Fellow of the Institute of Business Consultants

...only from Octara!!!

Position Your Company Brand
Contact us for details on tailored sponsorship packages to meet your branding requirements
Tel: 021-34534261, 021-34548428
marif@octara.com