

EXCELeration

Get the skills to do things in hours which otherwise take days!

May 4, 2015 - The Nishat Hotel, Lahore

May 6, 2015 - Mövenpick Hotel, Karachi

09:00 a.m. - 05:00 p.m.

Course Objective

The rapid change in the international business landscape introduced new challenges for the professionals. Microsoft Excel is one such application which automates your business processes; a choice of millions of corporate users due to its power, speed & simplicity of use. Using Excel to full capability can provide transformational benefits to organizations.

This course contains everything you need to know & learn about Excel. It is designed to fill the void which most of trainings leave unanswered. A comprehensive training on Excel's features from beginner to advance level that equip you with valuable tools readily applicable at your organization.

Key Benefits

- ▶ **PERFORM** VLOOKUPs easily to extract data from different HR files
- ▶ **SUMMARIZE** hundreds of thousands of rows using Function & Pivot
- ▶ **EFFECTIVE** use of Pivot Table & Pivot Chart
- ▶ **ANALYZE** data using Excel's capabilities

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 to the next level deployment of MS Excel at their workplace. Professionals throughout business functions are encouraged to enroll and extend their knowledge to intermediate level functions of Excel.

BONUS Section

- Get free Excel tips every weekend for entire year through emails
- Get guaranteed response within 48 hours for your real-world Excel queries



Course Facilitator
Nooruddin Surani

Microsoft Certified Trainer

Certified Information Systems
Auditor (CISA)

Microsoft Excel 2013
Certified Application Specialist

Microsoft Office 2007
Master Program Certified

Over 18 years hands on
application development
experience

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

...only from Octara!!!

For Details & Registration:

Karachi 34536306-12-14, 021 34547141 | Lahore 042-35763064 - 63 | register@octara.com | www.octara.com



Course Outline



Excel Tips, Tricks & Shortcuts

- ▶ Excel Functions - Operators, Formulas, Functions & calculations using Excel
- ▶ Errors - Design a structured spreadsheet, identify & rectify errors
- ▶ Hyperlinks - Create connection within large & complex workbooks
- ▶ Working with Data (Numbers, Strings & Dates)
- ▶ Formula Auditing
- ▶ Naming Ranges & It's usage

Learn 15 Core Functions

- ▶ Mathematical functions (SUM, MAX, MIN, COUNT, AVERAGE)
- ▶ Understanding logical functions (IF)
- ▶ Lookup & reference functions revisited
 - Lookups with (VLOOKUP/HLOOKUP)
 - Simple VLOOKUP, multi column lookups, multi-worksheet, multi-list, lookup with wildcards
- ▶ Preventing errors (IFERROR)
- ▶ Conditional Summary calculations using (SUMIFS, COUNTIFS)
- ▶ Versatile aggregate function (SUBTOTAL / AGGREGATE)
- ▶ Nested Formulas & Functions
 - Nested VLOOKUP
 - Nested IF
 - Combining Different Functions & Formulas
 - Use of Helper Column
- ▶ MATCH / INDEX as a universal replacement to VLOOKUP/HLOOKUP Lookup / Reference Functions

Working with Lists & Summaries

- ▶ Well-formed lists
- ▶ Working with lists and tables
 - Subtotaling
 - Identifying & Creating Groups
 - Analyzing & extracting data with filters
 - Validating data entries
 - Understanding Excel tables
- ▶ Table In-built features: formatting, filter, formula, totals
- ▶ De-duplicating
- ▶ Advanced Filter

Data Analysis

- ▶ Exporting & Importing Data
- ▶ Preparing your Data
 - Text Cleaning Functions
- ▶ Data Validation
- ▶ Conditional Formatting
- ▶ Basic Data Analysis Techniques
 - Central Tendency
 - Standard Deviation & Variance
 - Percentiles & Quartiles
 - Calculating Rank & Percent Rank
 - Creating Descriptive Statistics Sheet
 - Moving Averages
- ▶ Trend Analysis

Dynamic Sensitivity Analysis using Excel's "What If?" Utilities

- ▶ Using Simple Formulas
- ▶ Break Even Point Using Goal Seek
- ▶ Using Data Table - Single Variable
- ▶ Using Data Table - Single Variable / Multi-Column

- ▶ Using Data Table - Two Variable
- ▶ Dynamic Reference Sensitivity Models
- ▶ Working with Scenario Manager
- ▶ Analyzing Large Amount of Data

Charts

- ▶ Presenting Quantitative Data
- ▶ Understanding Chart Types & their usage
- ▶ Identifying Chart Elements
- ▶ Chart Contextual Tabs
- ▶ Formatting Charts
- ▶ Common Chart Customizations
 - Introducing 2nd Y
 - Histograms
 - Representing Negative / Positive values with Charts
- ▶ Unique Chart Types & their use: Scatter Plots, Bubble, Doughnut, Radar Charts
- ▶ Combining Different Charts

Working with Multiple Worksheets & Workbooks

- ▶ Linking Worksheets (Normal + 3D Reference)
- ▶ Linking Workbooks
 - Saving Linked Workbook
 - Source / Dependent Workbook Concepts
 - Updating, Breaking, Modifying Links
- ▶ Consolidating Using Formulas / Functions
- ▶ Auto Consolidating Ranges, Sheets & Workbooks

Pivot Table / Pivot Charts

- ▶ Creating a pivot table
- ▶ Formatting a pivot table
- ▶ Sorting filtering pivot tables
- ▶ Adding removing fields from pivot tables
- ▶ Applying different styles to pivot table fields
- ▶ Creating pivot charts
- ▶ Custom formulas
- ▶ Creating pivot dashboards
- ▶ Using built-in pivot calculation power:
 - Calculated field
 - Calculated items
 - Growth in % & numbers
 - Variance in % & numbers
 - Comparison
 - Percentage contribution

Using Slicers

- ▶ Using Slicer with Simple Tables
- ▶ User Slicer for Pivot Table Filter
- ▶ Create a Slicer based on an existing Pivot Table
- ▶ Understanding different option of slicer
- ▶ Different Formatting Styles of Slicer

Using Sparklines

- ▶ Introduction to Tiny Charts & Their Reporting Power
- ▶ Creating Sparklines
- ▶ Understanding Types of Sparklines: Line, Column & Win/Loss
- ▶ Formatting Sparklines for Maximum Impact

Applying Security to Files, Workbooks & Worksheets

- ▶ Saving Files
- ▶ Save as type, Password
 - Workbook Password Protection
- ▶ Cell Protection
- ▶ Worksheet Protection

Course Facilitator
Nooruddin Surani

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.

Currently, he is working as the Chief Operating Officer at Viftech Solutions (Pvt.) Ltd., a software & information technology solution provider.

Nooruddin has trained participants from



“ Surani's training was highly customized and perhaps the most relevant training we have had in a long time.
Engro Foods

The trainer understands the real technical issues of the contemporary professional environment. The training was expertly delivered. A big thanks to NS and Octara.

Telenor

Highly practical! The trainer's knowledge and hands-on approach to training was remarkable. ”

HBL



EXCEleration

May 4, 2015 - Lahore | May 6, 2015 - Karachi

Workshop Investment

PKR **16,000/-** (+GST)

(Fee per participant) (GST Lahore 16% / GST Karachi 15%)

Fee includes: course material, Octara certificate, lunch, refreshments and business networking

Note: Participants are required to bring laptops for hands-on exercises Additional fee of PKR 1500 per day will be charged in case Laptop is to be arranged by organizers

For Registration & Details

Phone : Karachi 34536306-12-14, 021 3454714
Lahore 042-35763063 - 64
Fax : 021-34520708
Email : register@octara.com
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
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 **EXCEleration** In-House
This workshop can be customized to suit specific need of your organization at significant savings.
Please contact Jason D'souza at jason.bosco@octara.com or call at 0332-2422732 for more details

Connect with Octara on social networks

 tinyurl.com/octaratrainings
 twitter.com/teamoctara
 facebook.com/teamoctara
 youtube.com/octaratraining