

MS EXCEL

for BUSINESS PROFESSIONALS (Admin, Marketing and Sales)

December 15, 2020 | Marriott Hotel, Karachi | 9:30am-5:00pm

COURSE OVERVIEW

Microsoft Excel has always been a top recommended application for business users for making simple to complex calculations, data presentation, analysis and on top work efficiently and productively.

There are numerous events when you have to do repetitive tasks which are of a very little value but consume your precious time; yet engage you in less productive activities, which Excel may do automatically with a feature of MS Excel Power Query.

This hands-on workshop addresses all aspects of day to day issues related to Microsoft Excel and will equip participants with different solutions, plus they will get after session services for their person queries.

PRE-REQUISITES:

Participants must know these functions and features to get maximum benefit from this training:

- File & Folder Management
- Basic Formulas & Functions
- Formatting worksheets
- Data Sort / Filter
- Printing & previewing data quickly
- Working with Multiple Workbook / Worksheets
- Correct use of different cell referencing schemes i.e. Absolute, Relative & Mixed
- Identify the right type of Chart to use for available data & create the same

TRAINING OBJECTIVES:

At the end of this course, delegates will be able to:

- **CREATE** effective and professional data summaries
- **LEARN** quick ways to search, join and filter data
- **GATHER** and transform data from multiple sources
- **DISCOVER** and combine data in mashups
- **ANALYSE** data in different ways



Course Facilitator

JAHANGIR SACHWANI

Microsoft Power BI Certified

Microsoft Certified Office Specialist
for Excel 2010 and 2016

Microsoft Certified Office Specialist
for PowerPoint and Word 2016

20 years of training experience
in 10 Countries

Delegates must bring their
OWN LAPTOP for hands-on
activities with Excel 2016



Intended Audience:

Professionals from Admin, Marketing, Sales, MIS and Finance departments of any corporate industry and everyone who wants to learn MS Excel.

INVESTMENT

1 - 3 Participants

INDIVIDUALS

PKR **12,500** +SST
per participant

4 + Participants

CORPORATE TEAMS

PKR **10,000** +SST
per participant

Fee Includes:

- 5 Star Hotel Venue for Training
- Course Material • Certificate of Attendance
- Lunch & Refreshments • Business Networking
- **Post-Workshop Advisory Services**
- **Membership for TCS Octara WebMall+ (WhatsApp Group)**
- **Octara Loyalty Card***

*Entitles card holder to 15% discount on all future Octara Trainings

Send your cheque in favor of Octara Private Limited
To: **Umair Tariq, Admin & Accounts Executive**
Octara Private Limited - 1/E-37, Block-6, P.E.C.H.S., Karachi.
Tel: 021-34520708, Cell: 0343 5940485

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For Details & Registration contact

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WHAT WE WILL COVER?

Business Excel with Real World examples

- Find values from 100s of 1000s of records
- Extracting meaning full information from data
- Apply Logics to make decisions on thousands of rows
- Exchanging data between applications
- Applying security to confidential information
- Summarize data quickly and create different reports in no time

Automating Tasks using Excel Power Query

- Working with large data easily (clean, transform, merge and append)
- Import Data from Multiple Sources
- Combining and Appending Data from Multiple Files
- Combining and Appending Data from a Folder
- Merge two or more files
- Working with Columns (Add Calculated Columns, Un-pivoting Columns to Rows, Creating Custom Columns)
- Loading Data in into a Worksheet from Power Query



FACILITATOR PROFILE JAHANGIR SACHWANI

Jahangir is a vivacious professional with excellent expressive abilities in design, development and execution of Trainings. A Post Graduate degree in Education and interest in I.T naturally reflected his concentration in transferring knowledge and skills through Technological Trainings and conducted trainings in **Australia, Belgium, Bangladesh, Canada, China, GCC Region, Pakistan, Maldives, Singapore, Sri Lanka and USA.**

He is a true people's person; enjoys interacting with different people in the corporate and social world. His "specialized" areas of trainings are MS Office, more particularly MS Excel with Advanced versions and he adds his personal innovative touch i.e. blends soft-skills components to add value for his audience. His specialization with a lively training style, active initiatives and presentation skills naturally makes session(s) guarantee optimum learning and retention.

He believes that your choices expand with learning; hence learning is compulsory for survival.

Organizations benefited from Jahangir's Trainings



TESTIMONIAL

"Extremely informative and worth attending session. High level of patience exhibited by facilitator Mr. Jahangir while addressing repetitive queries from audience."
HR Asst. Manager Talent Sustainability – PepsiCo International.

"I must say the session was worth the time and resources spent. The ideas, tactics, techniques and support that we got from Mr. Jahangir were probably the difference between a normal work and work being done exceptionally."
Manager Finance – Adamjee Insurance Company Limited

"Effective, Worthy & Efficient."
Planning Officer – Saudi Bin Laden Group

"Words cannot fulfill the facilitator expertise. It was amazing, interesting and valuable for each participant."
Senior Accounts Officer – The Searle Company

Bring this program In-house at attractive discount

This workshop can be customized to suit specific needs of your organization which may lead to significant savings.
Please contact Sarim Atique at sarim.atique@octara.com or call at 0345-8949470

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