

EXCEL!
SET.
READY.

MS EXCEL 2010
(INTERMEDIATE LEVEL)
Designed to take your Excel skills and your
career to new heights!

August 26-30, 2013

06:30 pm-08:30 pm

@IBA City Campus

Course Fee: **Rs. 8,000/-** (Inclusive of refreshments, certificates & course manual)

PROGRAM OVERVIEW

MS Excel is one of the most widely-used spreadsheet programs around the world. It helps you in arranging large size data, its summation, analysis as well as presentation in a meaningful and effective manner.

In this workshop, you will learn some of the selected features of MS Excel 2010 in order to make your life much simple and hassle free.

COURSE CONTENTS

- MS Excel startup
- The Arithmetic, Logical, Statistical & Financial Functions Group
- Combination of different Function Groups
- Basic Financial Modeling
- Data Analysis Using Function Groups.
- General Data Technique (Vlookup, Hlookup, Goal seek, etc.



TRAINER'S PROFILE

Faraz Younus Bandukda, is a seasoned trainer in the field of Finance specializing in financial modeling. Faraz is currently the Chief Executive at Fortune Islamic Services (Pvt.) Limited. He has done his MBA from Institute of Business Administration (IBA), Karachi and holds a bachelor's degree in computer science from FAST-NU. He is also a CFA level III candidate from the CFA Institute, USA. He is currently an adjunct faculty member at various leading business schools, teaching Finance and Economics courses. Faraz is also on the board of directors of various organizations.

KEY BENEFITS

- ✓ Mastering MS Excel
- ✓ Summarize & analyze bulk of data using important formulas
- ✓ Career enhancement through data analysis

PARTICIPANTS

- ✓ Entry level Managers
- ✓ Financial & Investment Analysts
- ✓ Cost & Insurance planners
- ✓ Budget Professionals
- ✓ Actuaries
- ✓ Health care professional analyzing health, nutrition & clinical data)
- ✓ Data Analysts (in fields of science, marketing, research etc.)
- ✓ Any person associated with data

For queries or information:

Sumera Muhammad
Manager, Center for Executive Education IBA
smuhammad@iba.edu.pk

Samra Siraj
Executive Assistant, Center for Executive Education IBA
samra.siraj@khi.iba.edu.pk

Address:

Skill Development Program
CEE, Institute of Business Administration, City Campus:
Garden/ Kayani Shaheed Road,
Karachi- 74400

For Registration:

Tel: (021) 38104700-01 **Ext:** 1801, 1541; **Fax:** (021) 38103008; **Email:** BE&SDP@iba.edu.pk

Website:

<http://cee.iba.edu.pk/BE&SDP.shtml>

Join us:

<https://www.facebook.com/IbaBusinessenglish>

SKILL DEVELOPMENT PROGRAM
Adding Skills to Experience