



- April 23-May 14, 2014
- Monday, Wednesday & Friday
- 5:30 pm — 8:30 pm

Mastering *MS Excel 2013*

DESIGNED TO TAKE YOUR EXCEL SKILLS & YOUR CAREER TO NEW HEIGHTS!

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.

Maximize the value of your data!

In this workshop, participants will learn some of the selected features of MS Excel 2013 in order to make life much simpler and hassle free.

The workshop will help participant collate & analyze information effectively that is vital for administration & planning business models.

Participants will learn to display and present financial information in a way that is simple and sensible.



KEY BENEFITS

- * Mastering MS Excel
- * Summarize & analyze bulk of data using important formulas
- * Achieving professional results

SKILL DEVELOPMENT PROGRAM
Adding Skills to Experience



Getting the most from huge data

Focus Areas of Training

Introduction and Pre-course testing

- ◆ Arithmetic operations
- ◆ Linking sheets
- ◆ Dependents, precedents
- ◆ Formatting your sheet
- ◆ Date structuring
- ◆ Date analysis

Arithmetic and Logical Operations

- ◆ BODMAS Operations
- ◆ IF Else analysis

Statistical Operations

- ◆ Mean, Median Mode
- ◆ Correlation
- ◆ Standard deviations

Financial Operations

- ◆ Present value / future value
- ◆ Cash flows / discounted cash flows
- ◆ IRR
- ◆ Annuities

What if analysis :

- ◆ Goal Seek
- ◆ Vlookup
- ◆ Hlookup
- ◆ Scenario analysis
- ◆ sensitivity tables

Graphical illustrations

- ◆ Various charting techniques

Developing management report

- ◆ Sorting
- ◆ Multiple sorting
- ◆ Filters
- ◆ Pivot tables

Macros & VBA Programming

Participants

- ◆ 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

Training Investment

PKR 15,000 per participant (Inclusive of course material, stationery & certificate)

Training Venue

IBA City Campus
Garden/Kayani Shaheed Road,
Karachi

Trainer

Faraz Younus Bandukda is a seasoned trainer in the field of MS Excel & 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 & holds a bachelor's degree in

computer science from FAST-NU.

Overall Course was very interesting and knowledgeable according to my requirement and we can use these things in our practical working environment. (M. Saleem, Joint Senior Vice President-Pak Qatar General Takaful Ltd.

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 Islamic Finance and other Finance and Economics courses.

Sumera Muhammad

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