

Microsoft Excel



Course Outline

- Absolute, Relative & Mixed References
- SUMIFS, COUNTIFS
- ADVANCED PIVOT TABLE
- Reference Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET
- Conditional Formatting
- Advanced Charts
- Date and Time Functions
- Time Saving Tips and Tricks

Microsoft Excel



For Registration

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Microsoft Excel for HR Professionals

Institute of Business Administration
2 Days Workshop for
HR Professionals on MS Excel

Manipulate Charts & Diagrams Use Logical Functions

Course Objectives:

In just 2 days, HR Professionals will learn the tips that save hours to resolve the difficulties they face on a daily basis in doing employee compensations, salary, leave, benefits etc.

In this practical training, participants will learn formatting techniques to convert data from different sources, and how to make the best use of most important formulas for HR.

Program Dates:
April 19th - 20th, 2016
Tuesday - Wednesday
9:00a.m. - 5:00p.m.

Workshop Fees:
PKR 22,000/-

They are able to manipulate charts and diagrams, use logical functions and link their spreadsheet to other worksheets.

They will learn to automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, and collaborate on worksheets.

Trainer's Profile:

Rahim Zulfiqar Ali is one of the Youngest Microsoft Excel Corporate Trainer in Pakistan. He is teaching Microsoft Excel for the last 5.5 years. Rahim believes in continue to grow, strive to remain as adaptable, Motivated and responsive to his excel users. He welcomes innovation and he is open to new ideas always.

- Microsoft Office Specialist (MOS) EXPERT in Excel 2010 / 2013.
- The First Pakistani to complete all Excel 2013 Microsoft Certifications in 2015.
- Founder & Chief Spreadsheet Officer at ExcelBasement.org
- 3rd in Pakistan & Top 20 in World - BrainBench.com Excel Rankings.
- Visiting Faculty at Institute of Business Administration (IBA) for MS Excel
- Expertise in creating Dashboard Reports, Financial Models, Power Pivot, Advanced & Complex formulas in Microsoft Excel.
- Representing as Community Partner at modeloff.com in yearly competition of World Financial Modeling Championship.
- 5+ years of experience as Finance Officer & Business Analyst at United Bank Limited from 2009 to 2014 in Finance Division.