Advanced Microsoft Excel

May 12 – 14, 2025	**Venue: PIM, Karachi**	**Rs. 31,000/=**
Apr 21 – 23, 2025	**Venue: PIM, Lahore.**	**Rs. 31,000/=**
Apr 07 – 09, 2025	**Venue: PIM, Islamabad.**	**Rs. 31,000/=**
Jun 11 – 13, 2025	**Venue: PIM, Islamabad.**	**Rs. 31,000/=**

Note: The Fee is Exclusive of GST.

Course Description

Microsoft Excel is one such application which does not require any preaching to be used. It is the choice of billions of corporate users due to its power, speed & simplicity of use. Most people have a basic understanding of Excel but a few really know where to find the Excel's most effective & efficient power features. This course contains everything you need to know & learn about Excel. It is designed to fill the void by providing a comprehensive training on Excel's most powerful features. Promising 24 hours of hands-on learning in 3 days, the course is aimed to train participants from Basic to an Expert!

WHO MUST 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!

LEARNING OUTCOMES

After the workshop, you will be able to:

- Take your Excel proficiency form Basic to Advance.
- Become more efficient in data analysis and reporting.
- Apply complex Excel functions and tools confidently.
- Better able to solve business problems using Excel

COURSE CONTENTS:

- Essential Math/Stats Functions: SUM, AVERAGE, MIN, MAX, COUNT, LARGE, SMALL, FLOOR
- Essential Text Functions: UPPER, LOWER, PROPER, FIND, TEXT, LEFT, RIGHT, MID
- Date & Time Functions: NOW, DATEDIF, EDATE, NETWORKDAYS, WEEKDAYS, YEAR, MONTH, HOUR, MIN
- Using Logical Functions: IF, IFS, AND, NOT, ISNA, IFERROR, ISBLANK, ISNUMBER
- Using Excel Power Functions: SUMIFS, COUNTIFS, AVERAGEIFS
- Using D-Functions: DSUM, DAVERAGE, DMAX, DMIN, DGET
- Lookup Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, CHOOSE

- Working with Name Ranges & Name Manager
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- Working with Smart Tables
- Working with Array & 3D Formulas
- Using Flash Fill for Data Transformation & Separation
- Creating & Customizing Charts – Column, Line, Bar, Pie and Combo Charts
- Analyzing & Summarizing Data with Pivot Table Reports, Pivot Charts & Slicers
- Get & Transform Data: Power Query
- Automating Recurring Tasks with Macros
- Using Excel Business Modeling Tools: Goal Seek, Data Tables, Solver, Scenario Manager
- Conditional Formatting
- And loads of Excel Tips & Tricks

FOR DETAILS AND REGISTRATION

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