

Certified Course

Training on Advanced MS Excel

Date: 03 & 04 August 2018. Duration: 2 Days Time: 9.30am to 5.30pm No of Classes/ Session: 8 Sessions Class Schedule: Friday and Saturday Total Hours: 16 Hours Last date of Registration: 01 August 2018 Venue: Academy of Learning Limited, 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. Contact: +88 01708 545299 e-mail- training@aolbd.com Training price: 8000 + 15 % VAT (15 % VAT is applicable in every purchase)

Label of Participant: Executives, Managers, Teachers, Developers, Students, Researchers and people who use Microsoft Excel for their daily tasks and activities or as deemed appropriate by the concern Authority

Boarding: Training materials - Folder, Writing Pad & Pen, Certificate with Folder, Lunch and two times Tea-Snacks would be provided during the training period.

Methodology: This will be an instructor led program delivered through hands on labs with real life example. Audience will taste a new level of experience by attending the course.

Objective: This course of Advance Microsoft Excel will increase the ability of the participants to analyse massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organisation that is able to compete at a high level and so on.

Benefits: After completing this course the participants will be able to customized the Excel environment, create advance formulas, analyzed data by using functions and conditional for meeting, able to analyze database and tables etc. Moreover after completion of this advance course, participants will be able to work with multiple worksheet and workbooks simultaneously, Share and protect workbooks, Automate workbook functionality, Apply conditional logic, Audit worksheets, Use automated analysis tools, Present data visually.

Training Contents

Day-1

Lesson 1: Customising the Excel Environment

- Configure Excel Options
- Customise the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins

Lesson 2: Creating Advanced Formulas

- Use Range Names in Formulas
- Use Specialised Functions
- Use Array Formulas

Lesson 3: Analysing Data with Functions and Conditional Formatting

- Analyse Data by Using Text and Logical Functions
- Apply Advanced Conditional Formatting

Lesson 4: Organising and Using Datasets and Tables

- Create and Modify Tables
- Sort Data
- Filter Data
- Use SUBTOTAL and Database Functions

Lesson 5: Visualising Data with Basic Charts

- Create Charts
- Modify and Format Charts

Lesson 6: Analysing Data with PivotTables, Slicers, and Pivot Charts

- Create a PivotTable
- Analyse PivotTable Data
- Present Data with Pivot Charts
- Filter Data by Using Slicers

Lesson 7: Working with Multiple Worksheets and Workbooks Simultaneously

- Use 3-D References
- Use Links and External References
- Consolidate Data

Day-2

Lesson 1: Sharing and Protecting Workbooks

- Collaborate on a Workbook
- Protect Worksheets and Workbooks

Lesson 2: Automating Workbook Functionality

- Apply Data Validation
- Work with Forms and Controls
- Work with Macros

Lesson 3: Applying Conditional Logic

- Use Lookup Functions
- Combine Functions
- Use Formulas and Functions to Apply Conditional Formatting

Lesson 4: Auditing Worksheets

- Trace Cells
- Search for Invalid Data and Formulas with Errors
- Watch and Evaluate Formulas

Lesson 5: Using Automated Analysis Tools

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Activate and Use the Solver Tool
- Analyse Data with Analysis Tool Pak Tools

Lesson 6: Presenting Your Data Visually

- Use Advanced Chart Features
- Create Spark lines

Facilitator's Biography : Mr. Mostofa Alif Mehedi

Mr. Mostofa Alif Mehedi has a dynamic with over 10 years of extensive experience and knowledge in Business intelligence and Finance field. He possesses a strong work ethic and determination to complete tasks in a timely manner. Mr. Mehedi, in the field of ICT conducted intensive training like MS Excel, Access, Outlook, VBA successfully creating a lots of analysts in different organizations like New Horizon, CLC-Qubee, Banglalion, Citycell, Chevron, BTI-HSBC, Banlalink-MRB, Bangladesh Young One etc.

Mr. Mehedi, In addition to his higher degree (MBA in Marketing) from South East University-Bangladesh, completed B.Sc in Computer Science from Bangalore University, Bangalore, India. He has sound professional skills and proficiency in the field of Microsoft Office, Effective Communication Skill, Database Management, Data Control and Analysis, SAP, ERP software etc. He has hands on experience of communicating and dealing 250+ International roaming partners and other fields of MS Office and Microsoft Technology.

Mr. Mehedi had glorious achievements in Processing, Reporting, Billing, Automation etc. on ICT. His achievement continues on Data Management, Training on Advanced MS Excel, Smooth daily workshop Automation in the field of ICT. Mr. Mehedi has full time experience as the Deputy Manager, Revenue Operations Management, Finance in Pacific Bangladesh Telecom Ltd. for 8 years. At present, he is holding the position of Manager Revenue operations at Banglalink Digital Communications.

Mr. Mehedi received several training in his professional life. Few to mention - training on (1) Xtreme Pivot Table taught by John Michaloudis in 2015, (2) Financial Reporting, (3) Diploma in Multimedia, 2002, Areana Multimedia, Cunningham, Bangalore, India, (4) Graphics, Designing, Audio Video Editing, 3D animation & gaming, Web Development, (5) Personal Effectiveness Program, Sandeep Chowdhury, Delhi, 2006. He had decisive rule for Automation in Banglalink and Citycell.

Mr. Mehedi has long been involved as a trainer with high end professional training on ICT through a number of renowned training institutes in Bangladesh.