

**A Two-Day Training Workshop on
Excellence in Advance Excel Level 5: Financial and Non-Financial Tools And Techniques**
Introduction

Advance Excel 5 is name of course designed and delivered at Research Analytics International. This number "5" means that this is the last advance level of Excel being designed and delivered. This course is designed both for accounting and non-accounting professionals. It is best for people engaged in Program Management, Research and Development, Data Analysis and related tasks, M&E, Finance and Accounts, Market Research, Students, Customer Care, Record Keeping and Decision Makers based on data. It is open for corporate as well as non-profit sector. The training will cover Excel versions from 2007 to 2013. The contents of the course are given below:

**Research
Analytics
International**



**Advance Excel 5
Financial and No Financial Tools and Techniques (Contents)**

Summarizing Data Using Formulas:

- ❖ Defining Names to Cell & Ranges for Better & Quick Calculations
- ❖ Understanding Single & Multiple Conditional Summing & Counting
- ❖ Unhide the Power of Excel Array Formulas
- ❖ Build formulas containing relative, absolute, and mixed references
- ❖ Working with various financial functions

Advanced Sorting Techniques & Subtotalling:

- ❖ Complex Horizontal & Vertical Sorting
- ❖ Excel Subtotal Formula -Nesting Subtotalling & Grouping

Consolidate and Process Multidimensional Worksheets:

- ❖ Data Consolidation by Range & By Category
- ❖ Data Consolidation Using 3D Formulas

Excel Database Operations & Management:

- ❖ Working with Tables & Understanding Table Nomenclature
- ❖ Data Extracting Using Advanced Filter Techniques
- ❖ Complex Calculation Using Database Formulas
- ❖ Data Integrity Using Data Validation
- ❖ Working With Form

Scrutinizing Data Anomalies with Conditional Tests:

- ❖ Highlight Data Using Conditional Logic
- ❖ Understanding New Conditional Formatting Features

Creating Interactive Data Reports with Excel Charts (Dashboard Reports):

- ❖ Understanding Chart's Fundamentals
- ❖ Working with Excel Built in Charts
- ❖ How to Create Excel Non
- ❖ Native Charts for Data Analysis
- ❖ Creating Eye Catching Dynamic & Interactive Charts

Optimizing Solutions with "What-If" Analysis:

- ❖ Building Investment Models Using Data Table
- ❖ Determining Profits with Goal Seek
- ❖ Comparing And Contrasting Data Sets with Scenario Manager
- ❖ Building Scenario Reports

Automating Your Work Using Macros:

- ❖ Understanding VBA Environment
- ❖ Absolute & Relative Recording
- ❖ Creating UDF (User Defined Functions)

Using the Auditing tools for eliminating errors:

- ❖ Use the auditing tools to avoid errors in financial models.
- ❖ Trace formula dependents and

- ❖ Using Form Control with Conditional Formatting
- Condensing and Refining Data with Pivot Tables and Pivot Charts:**
- ❖ Analysing Data by Creating Dynamic Pivot Reports
- ❖ Consolidate Multiple Data Ranges & Analysis Using Pivot Consolidation
- ❖ Turn Bad Data into Good Data through Pivot Table
- ❖ Integrating Macros with Pivot Table
- ❖ Understanding Pivot Charts

- precedents.
- ❖ And trace errors, Circular reference and evaluate formulas.
- Dashboard and Reporting Functions:**
- ❖ Advance Charts and Techniques Dashboard and Advance Reporting/Modelling

How to register: Registering with us is quite simple. You either have to send us an email, give us a call or simply write some words on 'Contact Us' page at our website. We will be sending you the registration form along with other details. For final confirmation letter, please ensure that you have submitted fee before the last date of registration. Registration can also be done online at www.researchanalyticsintl.org/course_register.php.

Important Dates: Training on “**Excellence in Advance Excel 5**” will be held on **January 28-29, 2015** (Last date 26 January 2015). The final agenda and venue details will be shared with all registered participants (who paid their fees).

Training fee and discounts: Training fee for one participant for two days attendance is

Rs. 13,300/= The Fee include trainer fee, material, certificates, venue cost, tea and lunch for participants. Discount is available in the following form:

1. 5% discount for two to four participants from same organization
2. 10% discount for five or more participants from same organizations
3. Local organizations, women and students are entitled for 10% discount

The fee can be paid by the following methods:

1. Online Deposits at UBL (1155)—School Road, Islamabad Branch: Acc # **000203686098**
2. Cross Cheque: Account Title: “Research Analytics International”
3. Pay order/demand draft for “Research Analytics International”

For more upcoming trainings, please visit www.researchanalyticsintl.org/trainings.php.

We also provide in-house trainings to development and corporate sector.

Contact details and inquiries

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