



Excel Tips and Tricks

June 10, 2022

9:00 am - 5:00 pm

F2F, Karachi

Trainer

Mr. Irfan Bakaly

Mr. Irfan Bakaly, who got Pakistan's first Microsoft Most Valuable Professional (MVP) award in Excel category, is also having 20+ years of experience in technology training field and served many institutions & organizations of repute. His courses contain both content & delivery methodologies which enables participants to learn more in less time. His signature courses include Power BI including PowerPivot & Power Query, Excel for Business Users, Excel Basic, Intermediate & Advanced, Excel Data Analysis, Microsoft Access for Creating Database Applications, Dashboard Reporting using Excel, Excel Macros using VBA & Presentation Skills in Business using Microsoft PowerPoint.

FOR REGISTRATION

Registration@nibaf.gov.pk | 051-9269778



Contents

- Creating charts with keystroke shortcuts
- Expanding and collapsing ribbon and full-screen views
- Display shortcuts
- Efficiently navigating between workbooks and worksheets
- Selecting entire rows, columns, regions, and worksheets
- Data entry and editing shortcuts
- Rapidly creating formulas
- Operational and formatting shortcuts
- Data management techniques

Training Fee

Rs. 10,000 Plus Tax



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