

# MS Excel (Intermediate - Advance Level)

To acquaint users with the in-depth and real world practical scenarios.



**May 23-24, 2022**  
**9:00 am - 5:00 pm**  
**2 Days Classroom**



**NIBAF, Lahore**

## Learning Objectives

- Create and use Advanced Formula Elements & Functions
- Understand & Use Reference
- Use arrange of logical functions
- Learn to analyze data
- Learn to apply Auditing Worksheets
- Use Data Tools for advanced data Handling
- Creating & Working with pivot Table techniques
- Using Macros for recording steps
- Using Advanced Filtering data in a table
- Using Charts to Visually Articulate Data
- Visualization Techniques in Excel-Using Sparkline and Conditional Formatting
- Using Data Visualization Principles for Dashboard

**This Course is for individuals who are comfortably using Excel 2016 and needs to advance their level with new features and techniques.**



**National Institute of Banking & Finance (NIBAF)**  
**State Bank Of Pakistan (SBP)**  
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# Excel Yourself with Industry Expert



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## Course Detail

### Module 1: Advanced Formula Elements & Functions

- Formulas Types, Formula Elements, How Formulas Calculate, Formula Errors
- Types of Formulas in Excel
- Types of Formula Elements
- Examples of Functions
- COUNTIF, SUMIFS, AVERAGEIFS and Similar functions

### Module 2: References

- Relative Cell Reference
- Absolute Cell Reference
- Mixed Cell Reference with row locked cell reference (also Known as column absolute, row Relative
- Sheet Cell Reference
- Workbook Cell Reference
- Defined Name

### Module 3: Analyzing Data

- Using Format as table
- Inserting Subtotals
- Creating an Advanced Filter

### Module 4: Auditing Worksheets

- Tracing Precedents
- Tracing Subtotals
- Showing Formulas

### Module 5: Data Tools

- Converting Text to Columns
- Linking to External Data
- Controlling Calculation Options
- Data Validation
- Consolidating Data
- Enable Iterative Calculations
- Goal Seek
- What-If Analyses

### Module 6: Creating & Working with Pivot Tables

- Understanding Pivot Tables
- Working with Recommended Pivot Tables
- Creating a pivot Table using Worksheet Data
- Modifying Pivot Tables Fields

- Using a Report Filter
- Refreshing & Formatting a pivot Table

### Module 7: Advanced Pivot Tables

- Sorting Items in a Pivot Table
- Creating a Slicer & Grouping Data
- Calculations with Conditions or Criteria
- Cross Tabulated Report
- Creating Charts from Pivot Tables

### Module 8: Working with Macros

- Recording a Macro
- Editing Macros
- Executing a Macro
- Creating & working with Macro Button

### Module 9: Charts to visually Articulate Data

- Chart Elements
- Format Chart Elements
- Link Labels to Cells
- Column Charts
- Bar Charts
- Pie Charts
- Stacked Column Charts
- Clustered Column Charts

### Module 10: Microsoft Excel Advanced Features

- Using Slicers to Filter Data
- Flash Fill
- Creating a Pivot Tables Timeline
- Sparkline's
- Importing and Exporting Files

### Module 11: Visualization Techniques in Excel

- Creating Sparkline-line, Column and win/loss
- Sparkline formatting and options

### Module 12: Data Visualization Principles for Dashboard Design

- Purpose and benefits of dashboards
- Understanding dashboard design principles
- Layout, Color and display

