



# VILT

# EXCEL TIPS AND TRICKS

**Apr 06, 2023**

10:00am to 3:00pm

## Contents

1. Creating charts with keystroke shortcuts
2. Expanding and collapsing ribbon and full-screen views
3. Display shortcuts
4. Efficiently navigating between workbooks and worksheets
5. Selecting entire rows, columns, regions, and worksheets
6. Data entry and editing shortcuts
7. Rapidly creating formulas
8. Operational and formatting shortcuts
9. Data management techniques

## Trainer

**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. He is also a YouTuber with an active tutorial channel by the name of "Irfan Wazir Ali" which has more than 525+ videos.

## Training Fee

**Rs. 10,000 Plus Tax**

registration@nibaf.gov.pk  
051-9269778

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