



EXCEL TIPS AND TRICKS

F2F

NIBAF-KHI

10 Feb, 2023

(9:00am to 5:00pm)

Training Fee Rs. 12,000
Plus Tax

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

Trainer Profile:

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.

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