



MS Excel

Intermediate to advance

May 4-5, 2023

9:30 am-5:30 pm

Online Via Zoom

Trainer

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**Training Fee:
20,000 Plus Tax**

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Contents

Analyzing Data

- Using Table Lookup Functions
- Inserting Subtotals
- Creating an Advanced Filter
- Using Database Functions

Working with Data

- Importing Data from a Text File
- Exporting Data, Converting Text to Columns
- Using Flash Fill
- Connecting to Data in an Access Database
- Working with Hypertext Links

Creating & Working with PivotTables

- Understanding PivotTables
- Working with Recommended PivotTables
- Creating a PivotTable using Worksheet Data
- Using a Report Filter

Enhancing PivotTables

- Working with Summary Functions
- Sorting Items in a PivotTable
- Creating a Slicer & Grouping Data
- Using a Timeline
- Applying Label and Value Filters and creating a Calculated Field

Working with Macros

- Recording a Macro
- Saving a Macro-Enabled Workbook Executing a Macro
- Creating & Working with Macro Button

Working with Data Analysis Tools

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- Using One & Two Input Data Tables
- Understanding Solver, defining & Solving a Problem
- Inserting Thousands of Blank rows in a Data in 3 Seconds
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- Searching & Filtering Data Using Macros
- Creating User Define Functions through VBA
- Reconciling 2 List with Multiple References