



# EXCEL PRODUCTIVITY HACKS FOR BUSY PROFESSIONALS

**JULY 23, 2026 | 9AM - 5PM**

## COURSE MODULES

- Unit 1: Excel Speed & Productivity Secrets
- Unit 2: Smart Data Entry Techniques
- Unit 3: Advanced Formula Hacks
- Unit 4: Dynamic Reporting Techniques
- Unit 5: Hidden Excel Features
- Unit 6: Formatting Master Techniques
- Unit 7: Advanced Data Cleaning
- Unit 8: Excel Automation Hacks
- Unit 9: Advanced Charting Techniques
- Unit 10: Ai Integration In Excel

## FACILITATOR

**Ms. Sumaira Ghouri** is an experienced Corporate Trainer, Course Facilitator, Lecturer and Public Speaker. She has more than 12 years' experience and she has trained and taught more than 2500 business professionals. Ms. Ghouri is the First Female Microsoft Office Corporate Trainer in Pakistan.



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