

EXCEL TIPS AND TRICKS FOR PROFESSIONALS



COURSE CONTENTS

Module 1: Data Entry and Formatting Hacks

- ◇ Smart Data Entry Tips
- ◇ Time-Saving Formatting
- ◇ Managing Large Data Sets

Module 2: Formulas and Functions – The Basics

- ◇ Tips for Working with Formulas
- ◇ Basic Functions
- ◇ Error Handling in Formulas

Module 3: Exploring Visualization Basics

- ◇ Creating Effective Charts
- ◇ Sparklines

Module 4: Advanced Functions and Nested Formulas

- ◇ Logical and Lookup Functions
- ◇ Date and Time Functions
- ◇ Text Functions

Module 5: PivotTables and Advanced Data Analysis

- ◇ Working with PivotTables
- ◇ Building Interactive Dashboards
- ◇ Slicers and Filters

Module 6: Advanced Data Cleaning and Automation

- ◇ Advanced Data Cleaning

FACILITATOR

Mr. Irfan Bakaly

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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10 AM – 5 PM

ONLINE TRAINING

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