



JANUARY  
08, 2026



# MASTERING IN **MS EXCEL FORMULAS AND FUNCTIONS**



**NIBAF, PAKISTAN  
(KARACHI)**



**9:00 AM - 5:00 PM**

**FEE: PKR 18,000 PLUS TAX**



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## COURSE MODULES:

### Module 1: Advanced Formula Design & Optimization

- Advanced formula structure and logic flow
- Managing calculation performance
- Error handling and auditing complex formulas
- Best practices for scalable Excel models

### Module 2: Modern Lookup & Reference Techniques

- XLOOKUP (advanced scenarios)
- XMATCH
- INDEX + MATCH (multi-condition logic)
- Two-way and dynamic lookups
- Lookups across multiple tables and ranges

### Module 3: Dynamic Array Functions (Modern Excel)

- Dynamic array behavior and spill management
- Advanced use of: FILTER, SORT, SORTBY, UNIQUE, SEQUENCE
- Dynamic arrays in reports and dashboards

### Module 4: Advanced Logical & Conditional Functions

- Nested IF and IFS strategies
- SWITCH for complex decision logic
- Logical arrays with AND / OR
- Error control with IFERROR, ISERROR
- Conditional calculations using arrays

### Module 5: Multi-Criteria & Conditional Analysis

- SUMIFS, COUNTIFS, AVERAGEIFS
- Conditional aggregation using arrays
- Dynamic filtering with multiple conditions
- Formula-driven data analysis models

### Module 6: Advanced Text & Data Transformation

- TEXTJOIN
- CONCAT
- TEXTSPLIT
- TEXTBEFORE, TEXTAFTER
- Formula-based data cleaning and restructuring

### Module 7: Advanced Date & Time Modeling

- Business date calculations
- WORKDAY, NETWORKDAYS
- EDATE, EOMONTH
- Dynamic, date-driven analysis models

### Module 8: Name Manager & Named Ranges (Advanced Applications)

- Creating and managing Named Ranges
- Dynamic Named Ranges using formulas
- Using names with: Dynamic array formulas, Lookup and reference functions
- Named formulas for cleaner, readable models
- Best practices for scalable and reusable models
- Troubleshooting Name Manager issues

### Module 9: LET & LAMBDA (Expert-Level Functions)

- Simplifying complex formulas with LET
- Creating reusable custom functions using LAMBDA
- Replacing nested formulas with structured logic
- Combining LAMBDA with Name Manager
- Building a personal Excel function library

### Module 10: Advanced Array & Nested Formulas

- Nested dynamic array formulas
- Array-based conditional logic
- Combining lookups, arrays, and logical functions
- Real-world complex formula case studies

### Module 11: Formula-Driven Dashboards & Automation

- Dynamic dashboards using formulas
- Auto-updating reports with arrays
- Formula-based data validation
- Eliminating manual steps without VBA

## 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.

**TRAINING MANAGER: MR. AZIM ZUBERI**

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