

WORKING WITH ADVANCE EXCEL & POWER BI

DATE: Tuesday, February 19, 2019

FEE: PKR 12,500/- per participant

VENUE: IBP, M.T. Khan Road, Karachi

TIMINGS: 9:00 am to 5:00 pm

5%
DISCOUNT
on 3-5 nominations

10%
DISCOUNT
on 6+ nominations

5%
DISCOUNT
for all member
Institutions of IBP

LAST DATE OF REGISTRATION
February 18, 2019

COURSE FACILITATOR
Mr. Fawad Abubakar

COURSE OVERVIEW

This course concentrates on Advanced Level Excel items such as financial functions, statistical functions, consolidation, Pivot Table and also on complex and advance formulas. This course is beneficial for all Microsoft Excel users.

WORKING WITH ADVANCE EXCEL & POWER BI

The Institute
of Bankers
Pakistan



A Company Set Up Under Section 42 of the Companies Act, 2017

COURSE CONTENTS

Introduction to Microsoft Excel

- History of Microsoft Excel
- Important(s) of Excel

Advance Functions

- Difference b/w Formula & Functions
- IF & Nested IF
- LOOKUP, VLOOKUP
- LEFT, RIGHT, MID & DATE Functions
- CHANGE CASE - UPPER, LOWER & PROPER
- DATEDIF

Tools

- Enabling Developer Toolbar
- Form Controls

Pivot Table

- Creating Pivot Tables
- Making Changes & Drag n Drop
- Calculation(s) in Pivot Table

Organizing & Analyzing Data

- Sorting Data
- Filter & Advance Filter
- Working with Subtotals
- Data Validation
- Group & Ungroup Data

Data Consolidation

- Linking Cells, Sheets & Files

Worksheet Security

- Hiding Formulas
- Cell Locking
- Protecting Worksheets

Power BI

- Introduction to Power BI
- Working with Power Query, Power Pivot & Power View

WHO SHOULD ATTEND?

- Finance Officers
- Business Analysts
- Managers
- VPs
- SVPs
- Executives and anyone who wants to master in Advanced Excel

FACILITATOR

Mr. Fawad Abubakar

A professional banker having 20+ years of experience in the banking industry, Mr. Fawad Abubakar is extremely passionate about learning and personal development. He has been associated with leading organizations such as Citibank, United Bank Limited (UBL) and Samba Bank Limited.

CONTACT DETAILS:

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NOTE: Payment should be made on or before the course start date in the name of "THE INSTITUTE OF BANKERS PAKISTAN".
Please send nominations/requests for participation at least two days before the training date.



DONATE FOR THE SUPREME COURT OF PAKISTAN AND THE PRIME MINISTER OF PAKISTAN DIAMER-BHASHA AND MOHMAND DAMS FUND

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