



PIPFA

Pakistan Institute of
Public Finance Accountants



PIPFA Faisalabad Branch Committee

Two Days Training on Advanced Excel for Accountants

Keeping in view the professional & technical development of members and students, PIPFA Faisalabad Branch Committee has organized two day workshop on Advanced Excel.

Microsoft Excel is a very powerful tool, but generally users have limited knowledge of its functions. 'The Possibilities in Excel' open the door to VBA, complex functions and 'thinking EXCEL'. This is a fast paced Advanced Level Course, where, the participants will be introduced with the options that can transform the Intermediate Level Users into Advanced Level Users.

Methodology: Presentations, Discussion & Practical

Who should attend

Chief Financial Officers, Finance Managers, Accountants, Auditors, Tax Consultants, Business Advisors and Other personnel dealing with Accounting/ Tax matters of an Organization.



Course Facilitator

**Mr. Muhammad Uzair Hakim
(Microsoft Office Expert & Trainer)**

Mr. Uzair is an accounts, finance & internal quality audit professional having more than 25 years of professional experience in finance and accounts, financial modeling feasibility, projections, growth strategy development, performance measurement (KPIs), total quality management (TQM), six sigma green belt, statistical problem solving tools, statistical process control tools (SPCs) and business process re-engineering (BPR). He served Kohinoor Textile Mills in different capacities such as Head of Accounts, Head of Costing & Quality Assurance Head. Now Managing Director "Hakim Associates" Business Management Consultants.

With warm regards

Abdus Salam, FPFA, ACA

Convener, PIPFA Faisalabad Branch Committee

Ahmad Suleman Zahid, FPFA

Convener CPD, PIPFA Faisalabad Branch Committee

Course Contents

1. Introduction to Excel
2. Excel Formulas
3. Excel Formatting
4. Charting
5. Working with table & pivot table
6. Data Filters, Sorting & Data Validation
7. Importing External Data, Exporting Excel Workbooks
8. Advanced Formulas
9. Macros & VBA
10. Named Ranges
11. Additional Topics
12. Excel Dashboard

Program Details

Day , Date & Timing

Saturday, Sunday March 14th & 15th, 2020
09:30 AM to 04:30 PM

Venue

PIPFA Campus, Ajmal Center-1, 2nd Floor,
Batala Colony, Faisalabad

Workshop Investment

Rs. 2,000/- Members & Students of (ICAP, ICMAP, ACCA)
Rs. 1,500/- PIPFA Students
Rs. 2,500/- Others
(Including Hi- Tea & lunch)

CPD Hours

14 Hours

NOTE: Prerequisite Personal Laptop

Contact Details

Pakistan Institute of Public Finance Accountants

PIPFA Campus, Ajmal Centre-1, 2nd floor, 289-1 Batala Colony, Faisalabad

Mr. Muhammad Naeem Akhtar & Mr. Ali Ousja

Cell: 0313-7790009 Tel: 041-8500791 & 8530110