

ADVANCE EXCEL

Certification Program



This Program is ideally suited to following individuals who are:

- Working in financial Sector and wants to enhance their skills in the MS Excel
- like to enhance their professional skills in MS EXCEL
- Professionals, CA, CFA, ACCA and Other who are involved in the advanced Accounting procedures and its Management.

OBJECTIVE:

This Course is specially designed for those who are already working in financial institution and involve directly or indirectly in accountancy matters. Further, this course is also effective for those students, who want to improve their skills in Microsoft Excel.

The main objective of the course is to enhance the skills of a person, in MS EXCEL ENVIRONMENT to solve their official financial matters freely as per their requirement.

Program is offered by: 3D Educators – Trainers & Consultants

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3DEducators

Program Structure

| | |
|-----------------------------|--------------------|
| Number of classes in a week | One Class Per Week |
| Duration of each class | 3 - Hour |
| Total Durations | 16 Hours |

Other Learning Activities:

| | |
|-----------------------------|----|
| Classroom Assignments | 6 |
| Presentations by Trainees | 1 |
| Hands on Training with Labs | 16 |

Program Syllabus

| <u>SECTION A</u> | <u>SECTION B</u> |
|--|---|
| <p><u>THE EXCEL BASICS</u></p> <p>INTRODUCTION TO EXCEL Why MS-Excel Used Definition of Electronic Spreadsheet Workbook / Worksheet Overview Advantages of using Electronic Spreadsheet</p> <p>MS-EXCEL INTERFACE The Title Bar, The Menu Bar, The Standard Toolbar, Formatting Toolbar The Formula Bar, The Document Window, The Status Bar</p> <p>STARTING A NEW WORKBOOK Cell, Rows & Column Concepts Data Types [Number, Text, Date & Time, Formula] Behavior of Excel according to Data Type</p> <p>USING TOOLBARS Auto [Sum, Average, Count, Max, Min & more Function] Sorting [Ascending & Descending] Text Formatting [Font & Font Size, Bold, Italic, Underline] Alignment Cells Merging Number Formatting [Currency Style, Percentage Style, Comma Style, Decimal Styles] Increase/Decrease Indent</p> | <p><u>ADVANCE EXCEL</u></p> <p><u>DASHBOARD REPORTING</u></p> <p>THE NAMED RANGE Add and Delete Name Ranged Define Name, Delete Name Create Names using Label Apply Names to Existing Ranges Use a Named Range in a Formula</p> <p>THE LOOKUP FUNCTIONS The HLOOKUP The VLOOKUP More Working with HLOOKUP Create Currency Rate Calculator with VLOOKUP The LOOKUP</p> <p>THE IF FUNCTIONS Simple IF, Nested IF, IF with AND, IF with OR The COUNTIF, The SUMIF Debit, Credit and SUMIF Function</p> <p>FINANCIAL FUNCTIONS DB, DDB, SYD, SLN, VDB, PV, PMT, FV, RATE, NPV, IRR</p> <p>DATA BASE CONCEPTS & ITS FUNCTIONS DSUM, DAVERAGE, DMAX, DMIN</p> <p>MISC. VALUABLE FUNCTIONS RANK, DAYS360, HOUR, AVERAGEA, CONCATENATE</p> |

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THE SORTING

Ascending & Descending

THE FILTERS

Auto Filter, Custom Auto Filter

Operators used in Creating Custom Auto Filters

THE ADVANCE FILTERS

Apply Advance Filter

THE SUBTOTALS

Apply Subtotals

Remove Subtotals

THE DATA VALIDATION

Apply Data Validation

Circle invalid Data

The Form

Data Forms

Field & Record Concepts

Field Declaration

Find the Record

CHARTS CONCEPT

How to Create Charts

Basic Chart Types

Column Charts, Bar Charts, Line Charts, Pie Charts, XY (Scatter) Charts,

Area Charts, Doughnut Charts, Radar Charts, Surface Charts,

Bubble Charts, Cylinder Charts, Cone Charts, Pyramid Charts

Selecting Data to Chart, Chart Elements

WORKING WITH CHART

Moving and Sizing a Chart, Changing The type of The Chart

Creating the Chart with Multiple Data Series, Moving the Legend,

Adding Patterns, Adding a Text Box, Creating Combination Chart

Creating a Pie Chart

MACRO

What is a Macro?

Common use of Macros

Planning a Macro, Cell Addressing in Macros Relative or Absolute

Running the Macros, Modifying the Macro, Macro or Procedure

Adding Comments, About Comments, Analyzing the Macro Code

Cleaning up the Macro Code, Testing the Modified Macro

Two Level of Macro Execution, Renaming The Macro
Other Methods of Running Macros, Running a Macro using a Keyboard Short Cut
Avoid Short Cut Conflicts, Running a Macro from a Menu
Running a Macro from a Toolbar Button, Running a Macro from a Worksheet Button
Detail of Form Toolbar, Saving Macros, Enable Macros, The Visual Basic Editor Window

UNDERSTANDING THE PROJECT EXPLORER WINDOW

CONVERTING NUMERIC INTO TEXT ADDING CONTROLS

Adding Controls with Form Toolbar
Improving the Appearance of the Form
Documenting a Form

THE CONDITIONAL FORMATTING

Apply Conditional Formatting
Using a Formula in Conditional Formatting

THE GROUPING AND OUTLINES

Apply Grouping and Outline, Outline View,
Create Group, Undo Group, Remove Outline

THE PIVOT TABLE

Apply Data Analysis and Pivot Table
Use Pivot Table Auto Format
Create Pivot Chart Reports
Manipulating a Pivot Table

THE SOLVER

Using Solver

SOME MORE ESSENTIAL TIPS

Working with Auditing Toolbar, Changing Cell Alignment
Date and Time, Add or Remove a Currency Symbol
Add or Remove Border, Using Absolute References
Adding Cell Comments, Applying Styles
Adding Predefined Headers and Footers, Changing Page Orientation and Print the Sheet
Using Auto Fill, Naming Sheets
Referencing Multiple Sheets, Splitting Window
Freezing Panes, Protecting a Worksheet
Copying between Applications, Linking an Object to an Other Application
The Scenario, The Consolidation Perfect Cell Selection
Number Format, Apply Comma and Percentage %

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Worksheet Hide and Seek, Change Font Style and Size for Every File
The Paste Special, Text to Column
Advance Printing, Shortcut Keys for Excel



3D EDUCATORS



TERMS & CONDITIONS

WITHDRAWAL FROM THE CERTIFICATION

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

| | |
|-----------|-----------------|
| A | 87 - 100 |
| B+ | 81 -86 |
| B | 72 - 80 |
| C+ | 66 - 71 |
| C | 60 - 65 |
| F | below 60 |

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Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.



3D EDUCATORS



ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

PRECAUTIONARY MEASURES

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.
- ✓ Recording of Lectures are not allowed at your end.

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This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.



DISTANCE NOT MATTER

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

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(Get the Admission Form)

[Admission Form](#)

MANAGEMENT

3D EDUCATORS – TRAINERS & CONSULTANTS



FINAL CERTIFICATION AWARDED BY IMRTC – USA

SAMPLE CERTIFICATE

**CERTIFICATE
OF EXCELLENCE**

IMRTC USA Recognized

CERTIFICATION



This is to Certify That
Mr. Danny Jones Wales
*has successfully met the certification requirements as outlined in
IMRTC content and the policies adopted thereunder; hereby grants the certification of*

Certified OHSAS 180001 Lead Implementation

Student ID: IM864532201

Date of Commencement: May 4, 2014

Date of Ending: July 4, 2014



Cheryzel Rhodes

Principal of Institute

Director Affiliations and Official Affairs

INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM

Address: 2 Amy Avenue, Edison NJ 08817 NEW JERSEY - United States of America

Chapter ID: AS2933770

Partnership ID: AS5588322_Pakistan

Verification@imrtc.org

CERTIFICATE OF AUTHORIZATION

**CERTIFICATE
OF AUTHORIZATION**

IMRTC USA Recognized

CERTIFICATE OF AUTHORIZATION



This is to Certify That IMRTC Authorized

3D EDUCATORS - TRAINERS & CONSULTANTS

*to work as Training & Research Partner in capacity of
PARTNER THROUGH PAKISTAN CHAPTER
for the scope of activity shown below in accordance with the applicable rules of
the IMRTC. The use of this certification and the authority granted by this
Certificate of Authorization are subject to the provision of agreement set
forth in the application.*

*The validity of this certificate is for Two Years from the date of Issuance
and will increase according to the performance
Issuance Date: 16 Aug 2015*

Cheryzel Rhodes

Director Affiliations and Official Affairs



Chapter ID: AS2933770

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