

# 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**

## ***Table of Contents***

Detail

Inauguration

Structure

Topics & Time Allocation

About the Program Designer & Instructor

Syllabus

3D EDUCATORS

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



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Page # 7

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Visit us on  
Facebook



## **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:

<b>A</b>	<b>87 - 100</b>
<b>B+</b>	<b>81 -86</b>
<b>B</b>	<b>72 - 80</b>
<b>C+</b>	<b>66 - 71</b>
<b>C</b>	<b>60 - 65</b>
<b>F</b>	<b>below 60</b>



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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.



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## **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](mailto: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](mailto: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.

**CONTACT US:**

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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 18001 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

**INTERNATIONAL MANAGEMENT RESEARCH & TECHNOLOGY CONSORTIUM**

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