

ADVANCE EXCEL

Training Program

Who can do?

- 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.

**100,000+ Students
have been Trained**

since
1997

**Program is
offered by**

**3D EDUCATORS
INTL**
22 Years of
Excellence in
Training &
Development

**Invest in
People the
only Asset
that Appreciates**



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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.



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Program Details

Inauguration

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

Program Structure

No of classes per week	01 Class
Duration of each class	02 - Hour
Total Duration	48 Hours

Other Learning Activities

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

In Affiliation with





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COURSE OUTLINE:

SECTION A

THE EXCEL BASICS INTRODUCTION TO EXCEL

- Why MS-Excel Used
- Definition of Electronic Spreadsheet
- Workbook / Worksheet Overview
- Advantages of using Electronic spreadsheet

MS-EXCEL INTERFACE

- The Title Bar, The Menu Bar,
- The Standard Toolbar, Formatting Toolbar
- The Formula Bar, The Document Window, The Status Bar

STARTING A NEW WORKBOOK

- Cell, Rows & Column Concepts
- Data Types [Number, Text, Date & Time, Formula]
- Behavior of Excel according to Data Type

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



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SECTION B

ADVANCE EXCEL

DASHBOARD REPORTING 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

THE LOOKUP FUNCTIONS

- The HLOOKUP
- The VLOOKUP
- More Working with HLOOKUP
- Create Currency Rate Calculator with VLOOKUP
- The LOOKUP

THE IF FUNCTIONS

- Simple IF, Nested IF, IF with AND, IF with OR
- The COUNTIF, The SUMIF
- Debit, Credit and SUMIF Function

FINANCIAL FUNCTIONS

- DB, DDB, SYD, SLN, VDB, PV,
- PMT, FV, RATE, NPV, IRR



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DATA BASE CONCEPTS & ITS FUNCTIONS

- DSUM, DAVERAGE, DMAX, DMIN

MISC. VALUABLE FUNCTIONS

- RANK, DAYS360, HOUR, AVERAGEA, CONCATENATE

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



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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



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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



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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 %
- 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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TERMS & CONDITIONS

WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma 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 Diploma – class participation, submission of assignments, quizzes and exercises.



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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 Diploma 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 Diploma:

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.



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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 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.

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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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 lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

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.

CONTACT US

021-34141329, 0333-2402474
021-34857148

info@3deducators.com
<http://www.3deducators.com>

Get the Admission Form

Download Form | 

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Global Recognized Certification from IMRTC USA

**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*

Advance Excel

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

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