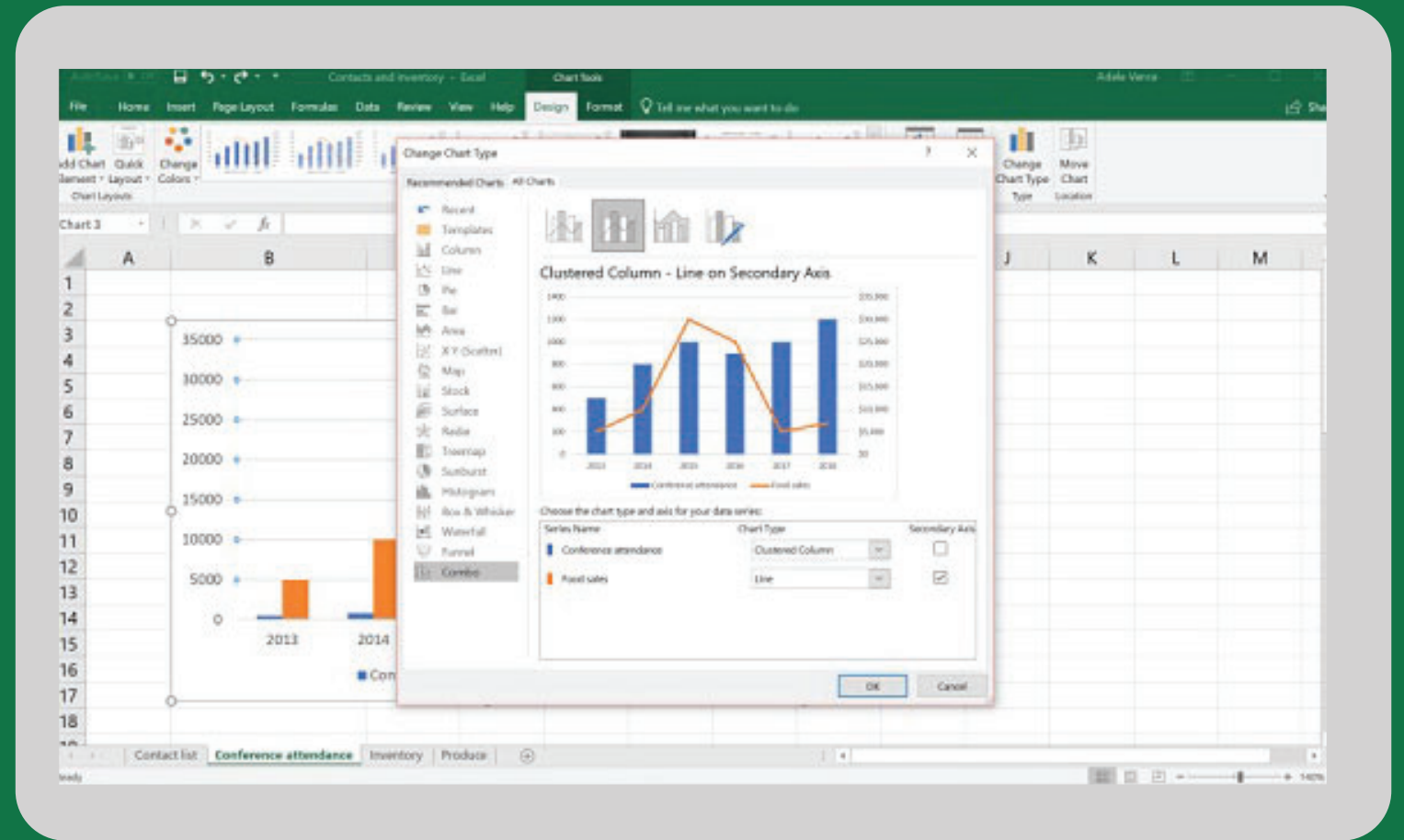# nrbjobs
TRAINING

MICROSOFT EXCEL-2019 ADVANCED LEVEL

Resource Person

MD. NAZMUL MUNEER
Excel Automation Expert & Professional Trainer

Overview of this Training:

Microsoft Excel is widely used to prepare various types of analytical interactive reports for the top management who are at the planning stage. The latest buzzword in the world of Excel is Dashboard Reporting. A dashboard report is a management tool that measures and presents critical data on the key business performance areas in a summarized easy-to-read format. To prepare a smart dashboard report, you have to use various form controls, appropriate charts, functions to fetch summary data, various formatting and few tricks.

This project-based professional workshop will help you through various functions, tools, tips and tricks to boost up your Excel productivity and you will learn how to map and handle big data in Excel that will work for you and generate the interactive reports describing the core information within seconds professionally.

Learning Methodologies

· 100% PRACTICAL with trainer's predesigned working files
· Completely interactive and participative
· Project based examples and workings
· Training lecture sheet that will be interactively connected with working data
· Problem solving and Brainstorming
· Open discussion (Q & A session)

Who Should Attend?

Spreadsheet authors, Excel developers, regular Excel users and all kinds of analysts who want to gain skills in designing visual reports. Those who want to start getting creative with an interest in learning about dynamic charts and visually appealing data will benefit from this course

Training Contents

· Cell Reference (Absolute Vs Relative)
· Use Essential Functions For Restructuring Usable Data Table
· Lookup & References
· Advanced Conditional Formatting
· Convert Number In Words Automatically
· Reporting Techniques Using Pivottables, Pivotchart And Slicers
· Powerpivot – Use The Most Powerful Feature In Excel (Bi Tool)
· Data Summarization & Aggregation Techniques From Large Data
· Data Sorting & Filtering
· Date Functions:
· Error Handling And Cleaning Reports
· Data Validation And File Protection
· Creating Chart And Visual Presentation
· Macro & Vba: Automate Your Excel Action Or Report And Save Time
· Problem Solving Session

APRIL 26 & 27, 2019 ‖ BDT 7,000/- +VAT

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