nrbjobs
TRAINING

LIVE ONLINE PROGRAM

MICROSOFT EXCEL FOR PROFESSIONALS

Comprehensive Training from Beginner to Expert

BECOME AN EXCEL PRO!

FAHAM KABIR
Excel Automation Expert & Professional Trainer

About Trainer:

Mr. Faham Kabir is an industry expert in HR Systems and organizational development through automation. He has twelve years of work experience with different MNCs and Group of Companies. Presently he is serving Daraz Bangladesh with the Group HR team. He has finished his BBA in HRM, MBA in HRM & MIS from Daffodil International University and also finished HRMC from IBA, Dhaka University. He has been directly involved with the training industry as a freelance trainer since 2010. For more details, please explore his LinkedIn Profile.

Course Content

- Database Concept
- Range
- Table
- Primary Key
- Fields
- Data Format Type
- Date and Time Formatting
- Freeze Pan
- Save & Auto-Save
- Unsaved File Recovery
- Data Validation
- Auto Fill
- Flash Fill
- Page Setup
- Set Print Area
- Warp Text
- Shrink to Fit
- Page Breaks
- Margins
- Header & Footer
- Paste & Paste Special
- Format Painter
- Borders
- Sort
- Filter
- Multiple Level Sort & Filter
- Conditional Formatting
- Find & Replace
- Basic Functions (Sum, Average)
- Age Calculator
- Date Functions
- Time Functions
- Time Calculation
- Project Management Functions
- Text to Column
- Manage Duplicate Data
- Logical Functions (IF & IFS)
- Logical Functions (AND & OR)
- IF ERROR
- Logical SUM (SUMIF, SUMIFS)
- Logical COUNT (COUNTIF, COUNTIFS)
- Vlookup
- Hookup
- XLookup
- Subtotal
- Right, Left, Mid Function
- Formula Auditing
- Relative & Absolute Reference (Use of $)
- Define Name
- Text Functions
- PivotTable
- PowerQuery
- Data Model
- PowerPivot
- Sort & Filter Functions
- Match Function
- Index Function
- Slicer
- Timeline
- Charts
- Map Charts
- PrivotChart
- Conditional Formatting Using Formula
- Offset Function [Related Dropdown]
- Search Function
- Hyperlink
- Dashboard
- Template
- Protect Sheets & Workbook
- Lock/Unlock Specific Range
- Excel Form
- Excel Macro & Automation
- Record a Macro
- Run a Macro
- Use of Relative Reference in Macro
- Prepare a custom formula
- Explore Developer Tab

**Trainers may prioritize specific topics and skip few topics based on learners' capabilities, sometimes struggling to cover 70 topics within time frame.

Training Includes

- 70+ Topics
- Basic Tutorial Videos (Before 8 hours class)
- WhatsApp Group for practice
- Lifetime support for covered topics

Training Outcomes

- Excel Proficiency
- Data Management
- Advanced Features
- Data Visualization
- Automation

IT'S YOUR CHANCE
REGISTER NOW!
ONLINE SESSION NOVEMBER 2023

Regular Fees: BDT 5,000/- +VAT

Offer Fees: BDT 2,500/- +VAT

Nov 25 – Dec 06, 2023 (6 Sessions)

08:00 PM – 10:30 PM

Online Live (Zoom)