



Presents a 3 day, intensive, hands on training program

“Excel Secrets & Techniques in Management Reporting”

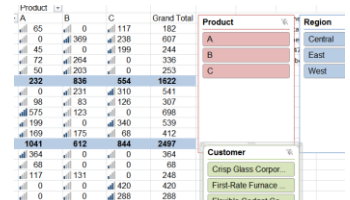
Facilitator

Mr. Areef Ali B.Sc, FCCA, CA

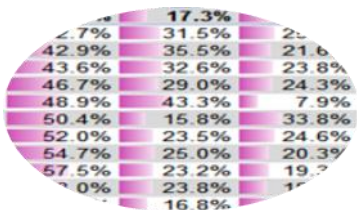
Breakeven Analysis
ABC Ltd



Unit Contribution



Mon 26th to Wed 28th Mar 2012



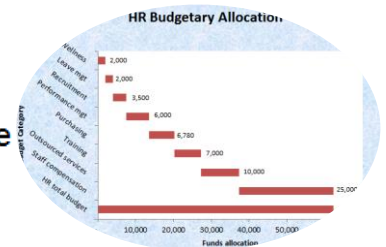
ty **Formula set here**

238 **=VLOOKUP(B5;I5:K9**

176 **VLOOKUP(lookup_value; table_array; col_index_num; [range_lookup])**

221

=+IF(OR(+E23<-100,+E23>100),"please investigate", " ")



**At The Normandie Hotel & Conference Centre
10 Nook Avenue, St. Ann’s, Port Of Spain**

ICATT certified for 19.5hrs of CPD

Visit the “Events” section of www.aaa-bsol.com for a registration form

Contact for further information or enquiries:

Seminar host, Mr. Areef Ali at (868)-788-7538

or E-mail: excelsem@aaa-bsol.com



“Excel Secrets & Techniques in Management Reporting”

Overview

Are you time pressured to prepare frequent & increasingly complicated management reports? If so then here is the training program for you. You will learn hands on the best secrets, tips and techniques to quickly analyse, summarise and present data as meaningful information for senior management. This program covers - 1 click techniques to set formulas & creating charts and moves on to more advanced techniques to analyze & summarise millions of row of data in less than 5 minutes. You will learn at least 30-40 tips, tricks and techniques to help you efficiently review, analyze, summarise and present management reporting information.

Seminar Format / Presentation approach

This is a practical and highly interactive seminar with a mix of tutoring using real life examples, hands on exercises for each technique learnt, combination exercises and Q&As.

Who will benefit

The target audience includes but is not limited to: accountants, data analysts, marketing, HR, operations and other management reporting personnel. Anyone wanting to report more effectively to management will benefit from this training program.

Participant Prerequisites

You should have at least two years' experience using MS Excel to facilitate management reporting and familiar with formatting, editing and formula setting in spreadsheets

What are your Key learning points & benefits?

- **Receive** training from an expert who has been in the trenches of management reporting and regularly consults and trains on reporting improvement techniques (see Mr. Areef Ali's profile attached)
- **Develop** your core technical skills to succeed in management reporting today. Learn 30 -40 new techniques, many of which you would not learn even with 15-20 years on the job experience.
- **Increase** your work productivity. Save many hours of time. The techniques you learn can reduce the time you take to perform analysis tasks from hours to minutes. Spend more time on higher payoff activities.
- **Get** more personalized attention. Only 20-25 attendees will be accepted for this 3 day session
- **Receive** a CD with all practice exercise training materials & solutions.
- **Get** a CPD qualifying certificate for your attendance at this seminar
- **Leverage** this opportunity to network with your peers

You get refreshment breaks at 9:30am & 2:30pm and lunch with this seminar

You **MUST** walk with a laptop equipped with either MS Excel 2007 or 2010 for this session or contact us if you need a rental laptop arranged.

Seminar Investment Details

If you are attending only 1 or 2 seminar days then the price is TT\$1,200 + VAT = \$1,380 per day

Attend the 3 days and you get a discount. The price is only TT\$2,980+ VAT = \$3,427 (i.e. TT\$993.33+ VAT per day)

Contact us at excelsem@aaa-bsol.com or 868-788-7538 if you would like a customized in-house session done in MS Excel work productivity techniques.



“Excel Secrets & Techniques in Management Reporting”

Mon 26th to Wed 28th Mar 2012 - Normandie Hotel & Conference Centre, St. Anns, P.O.S.

Facilitator Mr. Areef Ali

Day 1 8:30am - 4:30pm

Course Outline

Course introduction & Overview of Excel versions for Management Reporting

Best Tips, tricks, tips, techniques to increase productivity in Management reporting

- A series of 1-2 minutes shortcut tips and exercises to help you enhance your management reporting preparation

Graphing & charting techniques for Management reporting

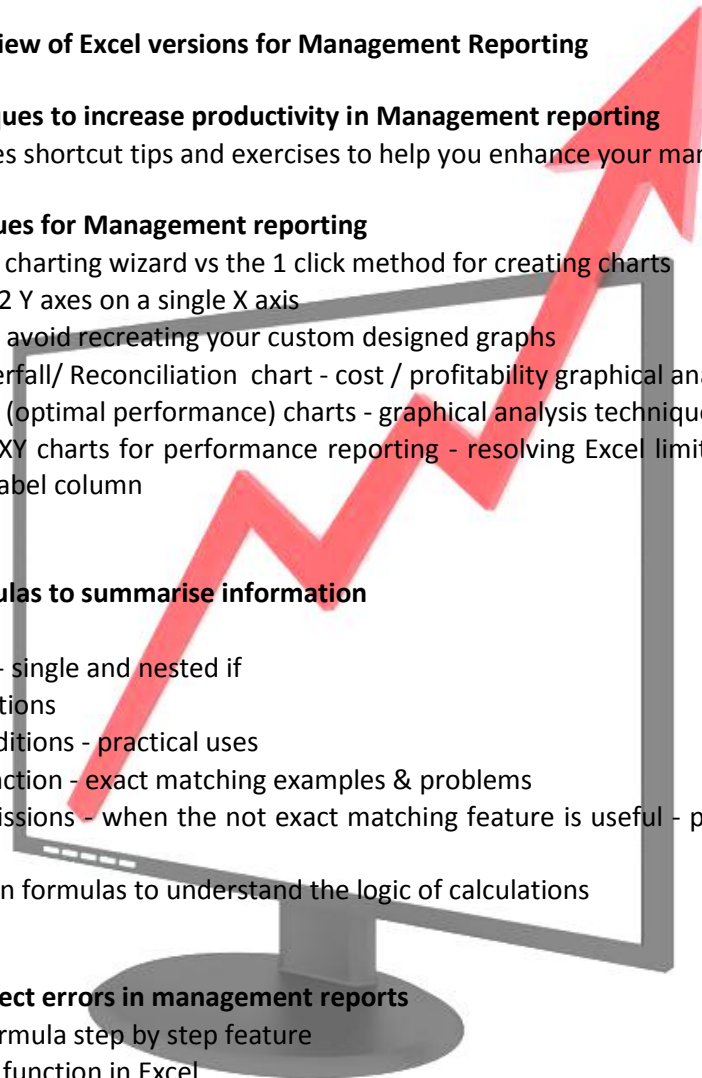
- Graphs & charts - the charting wizard vs the 1 click method for creating charts
- Creating graphs with 2 Y axes on a single X axis
- User defined graphs - avoid recreating your custom designed graphs
- How to create a Waterfall/ Reconciliation chart - cost / profitability graphical analysis technique
- How to create Pareto (optimal performance) charts - graphical analysis technique
- Creating Correlation XY charts for performance reporting - resolving Excel limitations with data point labelling using a tertiary data label column

Using & understanding formulas to summarise information

- Sumif formulas
- If then else formulas - single and nested if
- Using If with or conditions
- Using if with and conditions - practical uses
- What is a vlookup function - exact matching examples & problems
- VLookups and commissions - when the not exact matching feature is useful - practical use for the "true" vlook criteria
- Using named ranges in formulas to understand the logic of calculations

How you can detect and correct errors in management reports

- Using the evaluate formula step by step feature
- Using the Trace Error function in Excel
- Using Excel watch windows to monitor changes in multiple sheets in multiple workbooks
- How to use Excel's camera tool to monitor changes in cells in other sheets
- Using the Trace precedents / dependents buttons
- Using the Edit / Goto / Special function to isolate errors in formulas, numbers, constants etc





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Day 2 8:30am - 4:30pm

Course Outline

Variance analysis in management reports

- Conditional formatting techniques for variance reporting using heat charts, data bars, icon sets. Using rule and formula based approaches to identify variances

Preventing errors in Management Reports

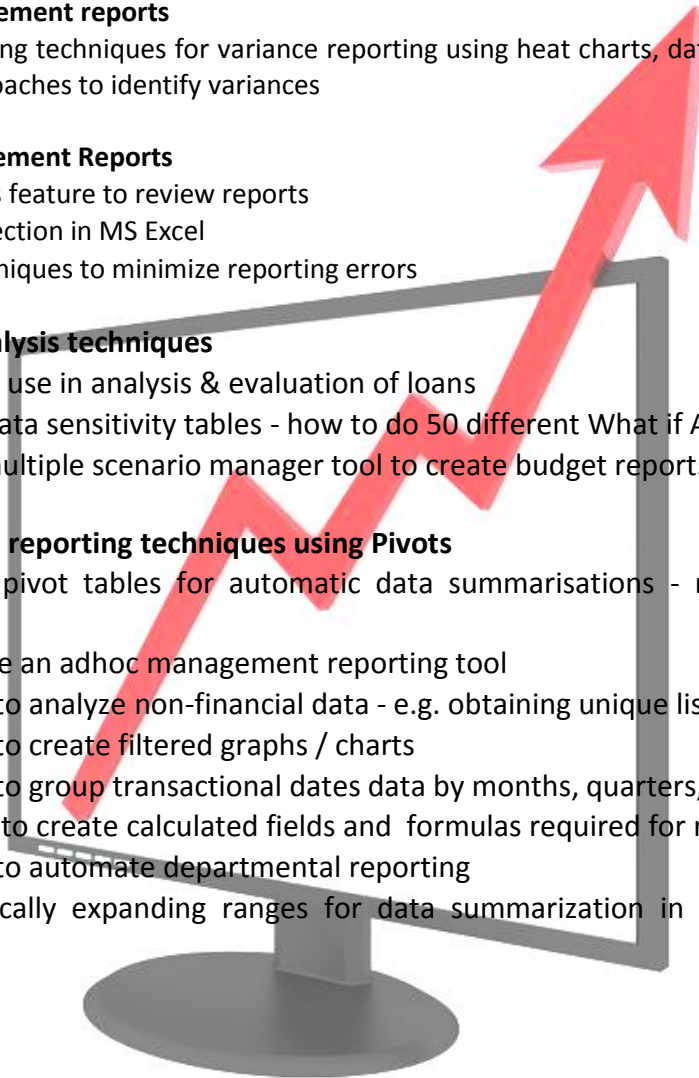
- Using the speak cells feature to review reports
- Seven levels of protection in MS Excel
- Data validation techniques to minimize reporting errors

Sensitivity & Scenario analysis techniques

- Goal seek - How to use in analysis & evaluation of loans
- Using scenarios - data sensitivity tables - how to do 50 different What if Analyses in under 1 minute
- Using MS Excel's multiple scenario manager tool to create budget reports

Enhanced Data analysis & reporting techniques using Pivots

- Creating & Using pivot tables for automatic data summarisations - real life examples & practical exercises
- How you can create an adhoc management reporting tool
- Using pivot tables to analyze non-financial data - e.g. obtaining unique lists
- Using pivot tables to create filtered graphs / charts
- Using pivot tables to group transactional dates data by months, quarters, years etc automatically
- Using pivot tables to create calculated fields and formulas required for reports
- Using pivot tables to automate departmental reporting
- Creating automatically expanding ranges for data summarization in Pivot tables – a non-formula approach



Note: Networking & Refreshment breaks at 9:30am & 2:30pm and 1 hour lunch break at 12:00pm on each day



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Day 3 8:30am - 4:30pm

Course Outline

Preview of Excel 2010 new reporting & data visualization techniques

- How to analyse virtually unlimited amounts of transactional data (up to 900 million rows of transactional data) from any database using Microsoft’s new Power Pivot add in for Excel - useful for large core business banking system data analysis
- Data visualization reporting techniques - using slicers to analyze data
- Data visualization reporting techniques - using word size charts - sparklines
- Cloud based backup & storage features in Excel 2010

Using Macros & management reporting

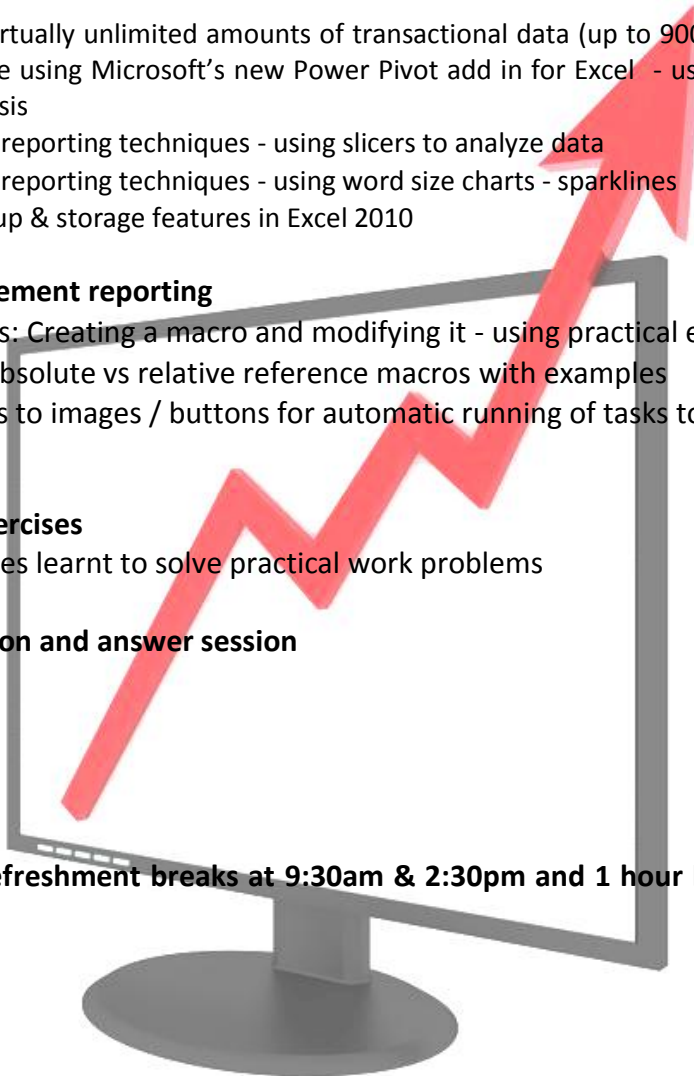
- Automating tasks: Creating a macro and modifying it - using practical examples
- Understanding absolute vs relative reference macros with examples
- Assigning macros to images / buttons for automatic running of tasks to facilitate reporting

Combination & case exercises

Combining the techniques learnt to solve practical work problems

Review and final question and answer session

Note: Networking & Refreshment breaks at 9:30am & 2:30pm and 1 hour lunch break at 12:00pm on each day





Facilitator Mr. Areef Ali - Profile



Areef Ali is the lead business consultant at Areef Ali and Associates Business Solutions (AABS). He received his B.Sc. in Industrial Management from the UWI, St Augustine campus and thereafter an FCCA designation from the ACCA. He is a member of ICATT -the local accounting body.

He has completed advanced programs in Manhattan, New York in the operation of financial markets and also in corporate valuations. He is a Microsoft certified Excel expert and a graduate of the Arthur Lok Jack's School of Business's "Train the Trainer" programme as well as a number of management development programs. He has over fifteen (15) years of experience in the Finance field, including three and a half years at Price Waterhouse where he was a member of the Audit and Business Advisory Services Group.

Areef served as a finance professional at the Methanol complex. Subsequently he was appointed the Chief Accountant and then the Corporate Finance Head at CMMB. In June 2006 Areef, started AAABS.

In-house MS Excel training

AABS has completed in-house training for a number of organisations in intermediate or advanced MS Excel productivity techniques and financial modelling. Our clients have included a major business school, the Institute of Internal Auditors, businesses in the energy, construction, telecom, retail & distribution, financial sectors and major audit firms.

Consulting projects completed using MS Excel

- Design, development and implementation support for core business application systems for conglomerate clients
- Spread sheet modelling of investment portfolios returns and IFRS amortisation calculations using effective interest rates for a non-bank financial client
- KPI reporting solution development - large telecom client
- Measurement spec, ordering and contract generation system development - construction client
- Business Planning - multiple scenario financial forecasts with built in sensitivities and executive summary report- Recycling Plant Development
- Project financing evaluation review reporting
- Inventory obsolescence reporting - automating ageing schedule generation & receivables reporting for an energy company

Public MS Excel Seminar delivery

We have delivered public training sessions in Advanced Excel for HR & in Management reporting

Public MS Excel Seminar Hosting

We have hosted six half day public seminars & in house sessions in advanced MS Excel techniques in Trinidad and St. Lucia with the world's foremost Microsoft Excel expert - Mr. Bill Jelen.