



Presents a 3 day, intensive, hands on training program

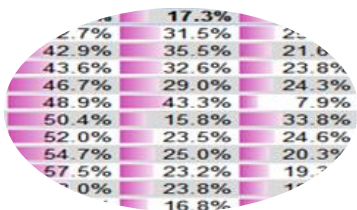
# “Excel Secrets & Techniques in Management Reporting”

Facilitator

Mr. Areef Ali B.Sc, FCCA, CA, MBA



Wed 28<sup>th</sup>, Thu 29<sup>th</sup> June & Mon 3<sup>rd</sup> July 2017

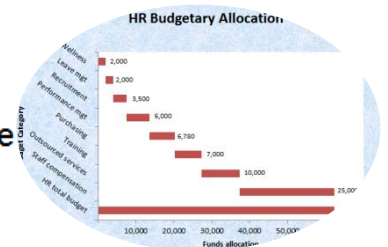


Formula set here

```
=VLOOKUP(B5;I5:K9)
```

```
VLOOKUP(lookup_value; table_array; col_index_num; [range_lookup])
```

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



At the Areef Ali & Associates "Success Centre"  
Corporate Retreat • Training • Events  
66 Kolahal Road, Charlieville, Chaguanas

Get the newest tips & tricks you need to stay ahead!  
Get summary tip sheets & a USB drive with practice exercises and solutions!

Visit the “Events” section of [www.aaa-bsol.com](http://www.aaa-bsol.com) for a registration form



Contact for inquiries or in-house MS Office work productivity training:  
Mr. Areef Ali at (868)-788-7538 or E-mail: [excelsem@aaa-bsol.com](mailto:excelsem@aaa-bsol.com)



## What participants say after attending our MS Excel training sessions\*:

*"Excellent all round..." DH*

*"Astonishing and Empowering..." WW*

*"Both seminar + facilitator were excellent!" SR*

*"This course is the best course I have attended..." MT-G*

*"Exceptional & Dynamic course everyone should do." KL*

*"Great facilitator Great seminar I strongly recommend" RV*

*"Great seminar. Excellent facilitator. Generally a very informative course" AA*

*"Excellent seminar. Facilitator is extremely knowledgeable great teaching application etc" KH*

*"Facilitator is very knowledgeable and explains content brilliantly so that I could understand" KP-G*

*"Exceeded my expectations re the level of time savings and smart short cut tools shown. Extremely value adding..." DL*

*"The sessions were well taught and delivered to expose us to the range of possibilities of Excel. A job well done! Thanks" DC*

*"Once again Areef has delivered a wonderful course that meets the demands of today's business world. Concise, relevant & powerful..." AB*

*"I was impressed within the first 10 minutes of the programme.... Overall I thoroughly enjoyed this course, didn't know Excel was so powerful." NA*

*"The seminar was intensive but well planned. The facilitator was very knowledgeable and aimed to give realistic applications to the techniques taught." JH*

*"Course was excellent, well planned and properly delivered, esp for myself having some fairly good experience with excel and its functionalities..." VR*

*"Mr. Ali is very knowledgeable in this field.... This session will certainly assist me with my daily work. I highly recommend people to take the time and money and invest in this course. It is worth it." AAA*

*"Seminar - an excellent opportunity to improve one's knowledge for personal and professional effectiveness and creativity. Facilitator makes the learning process very easy despite the complexity of the topic units" CP*

*"I must say I was very impressed with Mr. Ali's presentation style. It was an apt mix of professionalism and a unique spin on Excel techniques. The case study was very interesting; pulling on a myriad of knowledge acquired throughout the sessions" J-MG*

*"Areef was an excellent facilitator. Made everything simple, was willing to repeat steps and processes. Gave a lot of practical examples and encouraged us to speak about or bring to him our own practical examples and advised what can be done to improve same" VS*

\*Attendee feedback form comments were used with approval. Participant initials are shown at the end of comment



## “Excel Secrets & Techniques in Management Reporting”

**VENUE: A map with directions is included as a separate sheet in the registration form file**

### 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. You will learn at least 30-40 tips, tricks and techniques to help you efficiently review, analyze 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: HR, administrative personnel, operations staff, accountants, data analysts, marketing, 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?

- **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.
- **Receive** a CD with all practice exercise training materials & solutions.
- **Claim** 18 CPD hrs and a 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 Windows based laptop equipped with any MS Excel 2010/2013/2016 version for this session or contact us if you need a low price rental laptop arranged.**

### Seminar Pricing

If you are attending only 1 or 2 seminar days then the price is TT\$1,400 + VAT = \$1,575 per day

Attend the 3 days and you get a discount. The price is TT\$3,500 + VAT = \$3,937.50 (i.e. TT\$1,167 + VAT per day)

Contact us at [excelsem@aaa-bsol.com](mailto: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”**



**Wed 28<sup>th</sup> June - 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**

- Listing & automatically going to any sheet in a workbook
- Creating an automated table of contents in a workbook to go to a sheet automatically
- Use keyboard short cuts without having to remember any
- Speed up moving in spreadsheets - without having to press a key
- Fastest way to Move to a specific cell in a spreadsheet
- Moving back to your last cell position from one worksheet to another worksheet
- Enter the same info in many non-contiguous cells in a spreadsheet at the same time
- Add and / or average ranges of cells with your mouse only
- Add, Subtract, Multiply & Divide cells - without using formulas
- Formatting multiple noncontiguous cell ranges without using Ctrl & the format paste icon
- Copying a worksheet - faster method than right clicking
- Create formulas which auto propagates using data tables.
- Benefits and techniques with data tables
- Data tables – how to use to facilitate reporting automation

#### **Using & understanding formulas to summarise information**

- 1 click & double click summation techniques
- Technique to create formulas without having to write them out
- Sumif formulas & combining with absolute / relative references
- Techniques to independently check formula accuracy
- If then else formulas - single and nested ifs
- Using if with or, using if with and
- Copying formulas all the way down a column Pt 2: Resolve Multiple gaps issue
- Using If with or conditions & also with and conditions - practical uses
- What is a Vlookup function - exact matching examples & problems & how to fix
- VLookups - how the not exact matching feature is useful for ranges / band calculations
- Using named cells & ranges in formulas to understand the logic of calculations

#### **Graphing & charting techniques for Management reporting**

- Graphs & charts - Basic tips, tricks & techniques & issues
- Charting engine design & menu path differences in the various Excel versions
- 6 key effective graphing & charting tips & design ideas from the experts
- Charting for Trending & forecasting -Excel pitfall, addressing seasonality issues

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



# “Excel Secrets & Techniques in Management Reporting”

Thu 29<sup>th</sup> June - Day 2 8:30am - 4:30pm

## Course Outline

### Graphing & charting techniques for Management reporting

- Creating graphs for correlation analysis - 2 Y axes on a single X axis
- Further charts for Correlation & performance analysis - XY charts
- User defined graphs - avoid recreating your custom designed graphs
- Charting for ranking - Waterfall/ Reconciliation chart vs cell sized Ranking charts
- Charting for performance management - Pareto charts
- Charting for comparisons by different criteria

### 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
- Highlighting exceptions across rows & dynamic autobanding of alternate rows in reports

### 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
- Formula viewing spreadsheets automatic toggle switch
- Using the Trace precedents / dependents buttons
- Using the Edit / Goto / Special function to isolate errors in formulas, numbers, constants etc

### Enhanced Data analysis & reporting techniques using Pivots

- Creating & Using pivot tables for automatic data summarisations - practical exercises
- Tips, tricks and benefits of using pivot table reports
- Linking pivot tables to data tables to automate reports
- 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 / ranked and time series data - graphs / charts
- Using pivot tables to group transactional dates data by months, quarters, years etc automatically
- Using pivot tables to automate variance & variance % formulas required for reports
- Creating automated segmental reports by any criteria using pivots

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



# “Excel Secrets & Techniques in Management Reporting”

Mon 3<sup>rd</sup> July - Day 3 8:30am - 4:30pm

## Course Outline

**Advanced shortcuts, tips & tricks in reporting – covered throughout the 3<sup>rd</sup> day**

### **Rules for structuring data for automated reporting**

#### **Text splitting & concatenation techniques in management reporting**

- Working with lists of names – splitting names in 1 column to a 1<sup>st</sup>, mid & last name column when everyone does not have a middle name. Joining names in 1 column from separate columns
- Automate joining data together using flash fill & also Power Query in Excel 2013 / 2016
- Usefulness in designing coding schemes for reporting

#### **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

#### **Preventing errors in Management Reports**

- Using the speak cells feature to review reports
- Seven + 1 levels of protection in MS Excel: file, workbook modification, workbook structure, windows, worksheet cells, hiding formula logic, cells, pdf, protected view types of protection

#### **Excel 2010/2013/2016 reporting & data visualization techniques**

- How to analyse big data (up to 900 million rows of transactional data) from any database using Microsoft’s Power Pivot for Excel - useful for large core business system data analysis
- Using Power Query – Excel’s new tool to perform data transformations
- Data visualization / dashboard reporting techniques - using slicers to analyze data
- Data visualization / dashboard reporting techniques - using word size charts - sparklines

#### **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 exercise**

Apply the training by combining the ideas learnt - use error checking, protection techniques, advanced pivot table techniques, lookup formulas, data tables, conditional formats and graphing & charting techniques to solve realistic work reporting problems

#### **Review and final question and answer session**