

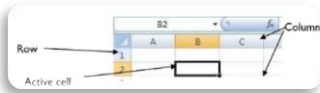


“Practical Excel: New Beginnings”

Facilitator

Areef Ali B.Sc, FCCA, CA, MBA

Tue 8th September 2020



	January	February
Staffing	2500.45	2500.45
Stationery	10	12
Materials	1	2
Travel	50	35.24
Training	10	46
Advertising	45	100

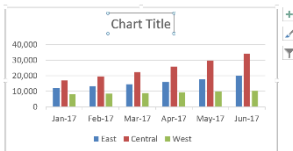
Average: 436.075 Sum: 2616.45

**Attend Online or Get Classroom delivered training
At the Areef Ali & Associates "Success Centre"
66 Kolahal Road, Charlieville, Chaguanas**



[Click here to visit venue](#)

Phone: (868)-788-7538 or E-mail: excelsem@aaa-bsol.com



Revenue by Line of Business (All in TTS'000)	Overall 2015	% Share of Total	Quarterly Trend				Totals				12 Month Trend											
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	J F M A M J J A S O N D Jan											
Fixed Line services	707.4	40%	157.63	174.66	170.24	204.91	50															
Mobile services	468.0	27%	94.58	109.48	122.32	141.60	30															
Internet	321.8	18%	63.05	72.99	81.50	104.27	20															
Handset sales	184.7	10%	31.53	44.38	50.44	58.39	10															
Cable services	78.3	4%	15.76	18.25	24.45	19.86	5															



***“Let Us Help You
Get There!”***

“Practical Excel: New Beginnings”

Tuesday 8th September 8:30am-4:00pm

Overview & Aims

You might have learnt Excel on the job but are you really using it efficiently? For everything you do in Excel, there are at least 2 other ways to do it. In this course start off with the user interface and quickly learn the practical tips, tricks & techniques you need to build Excel reports.

Seminar Format / Presentation approach

This is an interactive seminar with a mix of tutoring, hands on exercises and discussion.

Who will benefit

This course will benefit persons who would like to:

- Create, format and edit spreadsheets
- Get best practice techniques to effectively structure Excel reports
- Learn the principles and recommended techniques for creating charts

Participant prerequisites & Requirements

- Basic knowledge of computers only required
- You **MUST** walk with a laptop with **MS Office (Windows version) 2013, 2016 or higher version**

What are your Key learning points & benefits?

- **Receive** training from experienced consultants who have worked and trained in preparing and designing spreadsheet reports
- **Get** trained in a skills which will give you an advantage in the work place.
- **Receive** all practice exercises, case solutions & other training materials in softcopy
- **Get** certified CPD hrs & a certificate on completion of this training
- **Leverage** this opportunity to network with your peers

Seminar Investment Details

Online version inclusive of training materials and CPD certificate is \$1,100 +VAT = \$1,237.50

Classroom session, inclusive of training materials, CPD certificate, lunch & refreshments the seminar price is TT\$1,400 + VAT = \$1,575 VAT inclusive.

Register by clicking [here](#)

Contact us at excelsem@aaa-bsol.com or [868-788-7538](tel:868-788-7538) if you would like a customized in-house session.

“Practical Excel for Beginners”

8:30am-4:00pm

8:30am - 10:00am Spreadsheet Design Techniques

- | | | |
|---|-----------------------|--|
| 1 | Excel overview - Pt 1 | MS Excel program uses, benefits, brief history, versions & user interface |
| 2 | Excel overview - Pt 2 | Excel file types / formats & structuring / best practice layout of workbooks, worksheets and cells |
| 3 | Basic shortcuts | Keyboard shortcuts to remember |

10:00am - 10:15am Break

10:16am - 12:00pm Basic Ideas

- | | | |
|----|--------------------------|---|
| 4 | Cells & Cell Ranges Pt 1 | Copying, pasting, formatting, aligning, editing & moving cells & ranges |
| 5 | Cells & Cell Ranges Pt 2 | Merging cells, inserting & deleting rows & columns, |
| 6 | Styles | Using default & custom cell styles in Excel |
| 7 | Sheet actions Pt 1 | Copying, pasting, editing, grouping, listing & moving sheets |
| 8 | Sheet actions Pt 2 | Moving within spreadsheets simple shortcuts |
| 9 | Save & Print | Saving, page layout & printing options for files |
| 10 | The Quick access Toolbar | The Quick Access Tool bar adding Quick Print, Create chart, others icons to speed up work |
| 11 | Excel view options | Excel views, arranging files & freezing panes in Excel |
| 12 | Basic formulas | Setting basic sum, average & count formulas & summing tricks |
| 13 | Error check basics | Viewing & editing formulas, control totals |

12:01pm - 1:00pm Lunch

1:00pm - 2:00pm Reviewing spreadsheets cont'd

- | | | |
|----|----------------------------|---|
| 14 | Filtering & Sorting basics | Learn to use to select transactions & identify errors - filter / sort by amount, colour or icon type, filter by more than 3 criteria in the same column, sorting within filters, limiting data with filters eg top 3% of values etc |
| 15 | Graphs intro | Basic graphs & charts selecting data, charting menu & options, adding & deleting ranges for charts |

2:00pm - 2:30pm Case Exercise on Structuring Spreadsheets – Pt 1: Layout: What's wrong?

2:30pm - 2:45pm Break

2:45- 4:14pm Case Exercise on Structuring Spreadsheets – Pt 2. Fixing the layout

4:15-4:30pm Review

Facilitator Profile - Mr. Areef Ali

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

He has over twenty four years' experience in accounting, auditing, finance, reporting automation, systems review and development work. This includes 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 Corporate Finance Head at a leading financial institution. In both positions he was responsible for Reporting & systems development work. In June 2006 Areef, started AAABS.

In-house MS Excel & reporting training

AAABS has completed in-house training for a number of organisations in intermediate or advanced MS Excel productivity techniques and reporting automation for staff in diverse departments. Clients have included a major business school, conglomerates, businesses in the oil and gas, energy, construction, telecom, retail & distribution, financial sectors, major audit firms and various state organisations.

Consulting projects completed using MS Excel and Excel's Business Intelligence Tools

- 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 - telecommunications, Energy sector & Financial clients
- 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 & Export business
- Project financing evaluation review reporting
- Business modelling design for strategy management - financial services, energy & telecom organizations
- Risk Management reporting automation - large financial institution
- Compliance monitoring & tracking automation – Regulatory authority
- Bill of materials forecasting automation – Pharmaceutical company

Public Seminar delivery

We have delivered a number of public training seminars for organisations in Management reporting, fraud and audit and intermediate and advanced Excel

Public Seminar Hosting

We have hosted seminars with top experts in the world in MS Excel, Designing Presentations, KPI & Dashboard Reporting and Negotiation & Marketing