



# Areef Ali & Associates Business Solutions

Presents a 3-day, intensive, instructor led program

## “Excel Secrets & Techniques in Management Reporting”

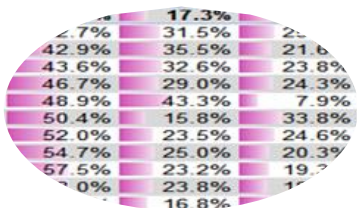
Attend either Online or as an in-classroom session



Facilitator

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

Wed 16<sup>th</sup>, Thu 17<sup>th</sup> & Mon 21<sup>st</sup> September 2020



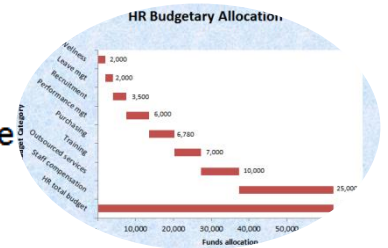
Formula set here

`=VLOOKUP(B5;I5:K9`

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

271

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



Get the newest tips & tricks you need to stay ahead!  
All training instructor led either online or classroom with exercises and solutions

Contact for inquiries or for private group training sessions:

Mr. Areef Ali at (868)-788-7538 or E-mail: [excelsem@aaa-bsol.com](mailto:excelsem@aaa-bsol.com)

[Click here to register](#)

[Click here to see venue location](#)



## 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”

### 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?

All executive & board reporting personnel who want to learn effective reporting tips, tricks & techniques.

### Participant Prerequisites

You should have at least two years' experience using MS Excel to facilitate management reporting and familiar with formatting, editing and basic 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** all practice exercise, videos, other training materials & solutions online for you to download.
- **Claim** 18 CPD hrs and a certificate for your attendance at this seminar
- **Leverage** this opportunity to learn either from the comfort and safety of your home / office or from our centre if you need to focus away from work & get more hands-on attention

**You MUST have a Windows based laptop equipped with any MS Excel 2016, 2019 or Office 365 version for this session.**

### Seminar Pricing

**Attending Online?** 1 or 2 seminar days, then the price is TT\$1,000 + VAT = \$1,125 per day. Attend the 3 days online and you get a discount. The price is TT\$2,800 + VAT = \$3,150

Attending the seminar at the **Success Centre**? 1 or 2 seminar days will be TT\$1,400 + VAT = \$1,575 per day. Attend the 3 days at the facility and you get a discount. The price is TT\$3,500 + VAT = \$3,937.50. (Limited seating for 5 attendees available to comply with COVID-19 guidelines). Snacks, drinks & lunch provided.

**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 16<sup>th</sup> September - Day 1 8:30am - 4:00pm

### **Course Outline**

#### **Course introduction & Overview of Excel versions for Management Reporting**

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

- 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**

- 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
- 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

#### **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

**15 min Breaks at 10:00am & 2:30pm and 1-hour lunch break each day**



# “Excel Secrets & Techniques in Management Reporting”

Thu 17<sup>th</sup> September - Day 2 8:30am - 4:00pm

## 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 auto banding 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

**15 min Breaks at 10:00am & 2:30pm and 1-hour lunch break each day**



## **“Excel Secrets & Techniques in Management Reporting”**

Mon 21<sup>st</sup> September - Day 3 8:30am - 4:00pm

### **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

**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

**Excel 2016 & beyond 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
- 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**

**15 min Breaks at 10:00am & 2:30pm and 1-hour lunch break each day**



## **Facilitator Profile - Mr. Areef Ali**

Areef Ali is the principal consultant at Areef Ali and Associates Business Solutions (AABS). He holds a B.Sc. in Industrial Management, an FCCA designation from the ACCA and a Herriot Watt University MBA. He is a member of both accounting and human resource management bodies in Trinidad and Tobago.

He has attended advanced programs in Manhattan, New York in the operation of financial markets and also in corporate valuations. He is Microsoft certified in MS Excel Data Analysis and also Power BI. He has over twenty four (24) years of work experience in the Finance, training & business consulting fields, 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 a leading financial institution. In both positions he was responsible for forecast management and development of forecast models. In June 2006 Areef, started AAABS.

### **In-house MS Excel & Financial Modelling training**

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

### **Projects completed**

- Design, and implementation support for core business application systems for conglomerate clients
- Management reporting, KPI / dashboard automation- Telecom, Energy, Oil & Education sector clients
- Measurement spec, ordering and contract generation system development - construction client
- Project financing evaluation review reporting
- Business planning and modelling design for strategy management - financial services , energy, telecom sector organizations, recycling plant development & export business
- Risk Management reporting automation - Large financial institution
- Compliance monitoring & tracking automation - Regulatory authority
- Bill of materials forecasting automation – Pharmaceutical company

### **Public MS Excel Seminar delivery**

AABS has delivered a number of public training seminars in Basic, Intermediate & Advanced Excel, Audit & Fraud, Power Forecasting, Charting and Graphing, Pivot Table Reporting and Designing Dashboards

### **Public MS Excel Seminar Hosting**

We have hosted many public seminars with world renowned experts in the fields of Advanced Excel, Management reporting, Marketing, Presentation techniques, Negotiation, Audit and Fraud examination

In April 2017 AABS launched the “Areef Ali & Associates Success Centre”. Our aim is to help organisations & individuals achieve success. The Centre is now available for rental to organisations for training, meeting room rentals and other event rentals.