



AREEF ALI & ASSOCIATES

BUSINESS SOLUTIONS



presents a 1-day, intensive, instructor led program.

March 18th, 2024

PRACTICAL EXCEL: NEW BEGINNINGS

**Set a solid foundation
working with digital
spreadsheets.**

Attend virtually or in a face-
to-face (F2F) classroom with
exercises and solutions!

Facilitators

Areef Ali BSc, FCCA, CA, MBA, MCT

Joseph Alexander B.Sc., MBA, MCT

Shakeel Hosein B.Sc., M.Sc., MCT

Contact for inquiries or private group training sessions:

Mr. Areef Ali (868)-788-7538

excelsem@aaa-bsol.com



[Click here to register](#)



What participants say after attending our MS Excel training sessions...

"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

"Excellent all round...." DH

"Astonishing and Empowering..." WW

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

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

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

"Both seminar + facilitator were excellent!" SR

"Great facilitator Great seminar I strongly recommend" RV

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

"Exceptional & Dynamic course everyone should do." KL

"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

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

"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

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

"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

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

"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

"Excellent all round..." DH

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

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to arrange a custom in-house session done using Word, Power Point, Excel, Power BI, Share Point, Outlook etc.



Practical Excel: New Beginnings

Course Overview

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.

Session Format / Facilitation 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

This beginner's course simply requires a basic knowledge of computers.



Virtual participants MUST have a Windows based laptop equipped with any MS Excel 2013, 2016, 2019 or Office 365 edition, and a reliable internet connection for these sessions. Face-to-face (F2F) classroom participants have the option to rent a laptop for use at the Centre during the class sessions.



What are your Key learning points & benefits?

- **Build comfort** as you receive training from experienced, consultants who have worked and trained in preparing and designing spreadsheet reports.
- **Develop skills** which will give you an advantage in the workplace.
- **Access** all practice exercises, case solutions & support materials in digital soft copy.
- **Earn** CPD hours & a certificate on completion of this training.
- **Leverage** this opportunity to network with your peers.

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Excel Secrets & Techniques in Management Reporting Seminar Pricing (\$ TTD)

 Attending Online?  Virtual classroom options and pricing		
Practical Excel – New beginnings	Price	Price + VAT
Cost includes CPD certificate & training materials	\$1,000	\$1,125

 Attending at the Success Centre?  Face-to-face (F2F) classroom options and pricing <i>Physical distancing and masks in compliance with COVID-19 guidelines.</i> <i>Limited seating for 5 attendees available</i>		
Practical Excel – New beginnings	Price	Price + VAT
Cost includes CPD certificate & training materials	\$1,200	\$1,350
Lunch & refreshments will be provided		



Questions or feedback?

areef@aaa-bsol.com

(868) 788-7538



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to visit our website at
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Practical Excel

New Beginnings

Day 1

8:30am – 4pm

Monday 18 March 2024

Outline

8:30 am- 10:00 am	<p>1. An overview of Microsoft Excel overview - Excel use cases; benefits, history, versions & user interface; Excel file types; formats & structuring; Workbook design best practice – planning, layout, and design.</p> <p>2. Basic Keyboard shortcuts to build speed and comfort</p>
15 minutes	Breaktime
10:15am- 12:00pm	<p>3. Cells & Ranges (contiguous and non-contiguous) – Copy, cut , and paste; format, edit, and move individual cells or ranges; merge cells and align cell contents; insert and delete sheet rows and columns.</p> <p>4. Styles - Apply built-in and defining custom cell styles as needed.</p> <p>5. Sheet actions - Move or copy sheets, paste content, edit, group; tips and tricks to more effectively navigate between and within sheets.</p> <p>6. Save & Print – work with workbook views including page layout, page break and print preview; in-depth options for saving and printing.</p> <p>7. The Quick access Toolbar – Use cases, tips to smooth workflows</p> <p>8. Workbook and sheet viewing options – empowering tools to effectively arrange and organize for efficient viewing of sheet content.</p> <p>9. Formulas and functions – understanding syntax on simple sum, average & count formulas as a foundation for more complex functions.</p> <p>10. Error checking basics - Viewing & editing formulas, control totals</p>
1 hour	Lunch Break
1:00pm - 1:45pm	<p>11. Filtering & Sorting basics - Select transactions & identify errors; filter &/or sort by amount, colour or icon type, filter by more than 3 criteria in the same column, sorting within filters, limiting data with filters e.g. top 3% of values etc.</p> <p>12. Finding basics, sheets, workbook and partial text searches.</p>
1:45pm - 2:45pm	Case Exercise on Structuring Spreadsheets – Pt 1. – Identify what’s wrong
15 minutes	Breaktime
2:45pm- 3:45pm	Case Exercise on Structuring Spreadsheets – Pt 2. Fix the layout
3:46pm-4:00pm	Reivew all topics, Question & Answer session

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Areef Ali & Associates Trainer Profiles

Facilitator Profile - Joseph Alexander MBA, BSc, MCT

Joseph Alexander is a certified Microsoft Office Specialist and Microsoft Certified Trainer with over ten years of teaching experience. He is a skilled training facilitator and has conducted training programs for hundreds of employees in various companies across Trinidad and Tobago. His expertise also includes course development, training management, and workforce assessment. He has successfully developed and delivered several training courses in Information Technology programs such as Windows 10/11, Microsoft Office, and Microsoft Teams.

Mr. Alexander possesses a genuine passion for training and development, which shines through in every session he conducts, making it a memorable and enjoyable experience for the participants. He is also known to have the ability to make complex topics simple and easy to understand, as well as being very patient with slower paced learners. He consistently receives overwhelmingly positive feedback from the participants at the end of every training program he delivers. Mr. Alexander's core emphasis is always upon improving workforce productivity to increase company efficiency and profitability.

Facilitator Profile - Shakeel Hosein B.Sc., M.Sc., MCT

Shakeel Hosein is an IT trainer with over 10 years' experience in education and IT training. Shakeel possesses a Bachelor of Science (B.Sc.) degree in **Computer Science** from the University of Hertfordshire in England and a Master of Science degree in **Geoinformatics** from the University of The West Indies. He is a Microsoft Certified Trainer and holds an Expert Excel Certification in MS Excel versions 2019 & Office 365.

Shakeel has been a facilitator/ trainer with Areef Ali and Associates for the past five years in the areas of Microsoft Excel and Microsoft Power BI. During that time has taught basic and intermediate Excel, and basic Power BI. Also, he has assisted in training in Advanced Excel.

He has facilitated inhouse and onsite training for many organisations.

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Facilitator Profile - Areef Ali B.Sc., MBA, FCCA, MCT

Areef has over twenty-nine (29) years of work experience in the Finance, training, operations & 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 June 2006 Areef, started AAABS.

In-house & Public MS Excel & Power BI training

AABS has completed in-house training for diverse teams in MS Excel work productivity techniques, Power BI, Management reporting and Dashboard development. Our clients have included numerous organisations, both private and public sector.

Projects completed

We have completed many consulting projects for clients including:

- Management reporting, KPI / Dashboard automation
- Business planning and financial modelling automation
- Risk Management & Compliance monitoring / reporting automation
- Process automation

Public 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

Facilities Management

In April 2017 Areef launched the "AA Success Centre". Our aim is to help organizations & individuals achieve success.



We thank you for your consideration!

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