## INTRODUCTION
This 5-day Workshop intends to lead its attendees through advanced Excel 2010 data analysis by giving its introduction, significance explaining its various features, roles and uses in professional life. This very hands-on, program will sharpen its trainees’ understanding and skills through multiple classroom exercises under the supervision and with the help of the facilitator.

## WHO SHOULD ATTEND
All persons involved in using Excel to process large datasets, especially those received from other systems, and converting them into reports to be utilized in the business.

## OBJECTIVES
On completion of the course, participants will be able to:
- Create a basic worksheet by using Microsoft Excel 2010
- Modify the appearance of data within a worksheet
- Create and modify charts
- Analyze data using PivotTables, Slicers, and PivotCharts
- Enhance productivity and efficiency by streamlining the workflow
- Collaborate with other workbook users
- Analyze data
- Work with multiple workbooks

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Contents</th>
</tr>
</thead>
</table>
| D A Y 1 | 4:30 to 6:00 PM | Getting Started with Excel  
Introduction to Excel 2010  
Tool bars and customization  
Create a Basic Worksheet  
Creating/Using Cell rules  
Tea Break |
| D A Y 2 | 6:30 to 7:30 PM | Formatting, Validation and Protection  
Data types, formatting and conditional formatting  
Insert Functions in a Worksheet  
Restricting/Customizing cell editing |
| D A Y 2 | 7:30 to 8:30 PM | Range Names and absolute and relative references  
Use Range-Naming range  
Absolute and relative references  
Fixing rows/columns |
| D A Y 2 | 4:30 to 6:00 PM | Logical Operators  
If and nested if functions  
Versatility of logical operators  
Logical Game Development  
Count if and sum if functions  
Tea Break |
| D A Y 3 | 4:30 to 6:00 PM | Charts and Graphs  
Selecting data  
Quick ways to create graphs/charts  
Formatting graphs/charts  
Two axis graphs  
Combination of graphs  
Tea Break |
| D A Y 3 | 6:30 to 7:30 PM | Advanced Charts/Graphs  
Create chart templates  
Customizing charts/graphs  
Adding trend values  
Adding regression lines |
| D A Y 3 | 7:30 to 8:30 PM | Analyzing Data  
Create a Trend line, Sparkline & Scenarios  
Perform a What-If Analysis  
Perform a Statistical Analysis with the Analysis Tool |
| D A Y 4 | 4:30 to 6:00 PM | PivotTables, Slicers, and Pivot Charts  
Create a PivotTable  
Filter Data Using Slicers  
Analyze Data Using PivotCharts  
Tea Break |
| D A Y 4 | 6:30 to 7:30 PM | Data Management  
Text variable commands  
Linking different worksheets  
Linking different workbooks  
Hyperlink |
| D A Y 4 | 7:30 to 8:30 PM | Excel as Database  
Data validation criteria  
Customizing data validation  
Data Entry checks |
| D A Y 5 | 4:30 to 6:00 PM | Macro Building  
Absolute/relative recording  
Macro storage  
Assign macro to button  
Macro programming with VBA  
Tea Break |
| D A Y 5 | 6:30 to 7:30 PM | Exercise/Practice Session |
| D A Y 5 | 7:30 to 8:30 PM | Recapping Session, Question and answer |

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**Dates**: Nov. 19–23, 2012  
(Monday ~ Friday)  
**Time**: 16:30 ~ 20:30  
**Resource Person**: Mr. Abdul Sattar  
**Venue**: 3rd floor, COMSATS Headquarters Building  
Shahrah-e-Jamhuriat, G-5/2, Islamabad  

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