

# Advanced Microsoft Excel

Jun 08 – 10, 2026	Venue: PIM, Karachi	Rs. 39,000/=
Jan 28 – 30, 2026	Venue: PIM, Lahore.	Rs. 39,000/=
Apr 01 – 03, 2026	Venue: PIM, Islamabad.	Rs. 39,000/=
Jun 08 – 10, 2026	Venue: PIM, Islamabad.	Rs. 39,000/=

**Note: The Fee is Exclusive of GST.**

## Course Description

Microsoft Excel is one such application which does not require any preaching to be used. It is the choice of billions of corporate users due to its power, speed, and simplicity of use. Most people have a basic understanding of Excel, but a few really know where to find Excel's most effective and efficient power features. This course contains everything you need to know and learn about Excel. It is designed to fill the void by providing a comprehensive training on Excel's most powerful features. Promising 24 hours of hands-on learning in 3 days, the course is aimed to train participants from Basic to Expert!

## WHO MUST ATTEND?

This course is designed for anyone who wants to become an Excel Power User, unleash the true potential of this application, and efficiently automate their business processes. It is suitable for business analysts, financial professionals, reporting analysts, operations staff, and anyone who works with data on a regular basis and wishes to elevate their Excel skills from basic to expert level.

## LEARNING OUTCOMES

After the workshop, you will be able to:

- Take your Excel proficiency from Basic to Advanced.
- Become more efficient in data analysis and reporting.
- Apply complex Excel functions and tools confidently.
- Better solve business problems using Excel.

## COURSE CONTENTS:

This is a comprehensive program and includes:

- Essential Math/Stats Functions: SUM, AVERAGE, MIN, MAX, COUNT, LARGE, SMALL, FLOOR.
- Essential Text Functions: UPPER, LOWER, PROPER, FIND, TEXT, LEFT, RIGHT, MID.
- Date & Time Functions: NOW, DATEDIF, EDATE, NETWORKDAYS, WEEKDAYS, YEAR, MONTH, HOUR, MIN.

- Using Logical Functions: IF, IFS, AND, NOT, ISNA, IFERROR, ISBLANK, ISNUMBER.
- Using Excel Power Functions: SUMIFS, COUNTIFS, AVERAGEIFS.
- Using D-Functions: DSUM, DAVERAGE, DMAX, DMIN, DGET.
- Lookup Functions: VLOOKUP, HLOOKUP, INDEX, MATCH, CHOOSE.
- Working with Named Ranges & Name Manager.
- Working with Smart Tables and Array & 3D Formulas.
- Using Flash Fill for Data Transformation & Separation.
- Creating & Customizing Charts — Column, Line, Bar, Pie, and Combo Charts.
- Analyzing & Summarizing Data with Pivot Table Reports, Pivot Charts & Slicers.
- Get & Transform Data: Power Query.
- Automating Recurring Tasks with Macros.
- Conditional Formatting and Excel Tips & Tricks.

### **Profile of the Resource Person:**

Muhammad Aleem Habib is a distinguished senior Consultant and Facilitator, an AI & Data Science enthusiast, a Certified NLP Practitioner, and an IT and soft skills trainer. He brings a unique blend of industry and training experience of more than 20 years. He has worked with PIM for the last 18 years as a lead technology and management trainer/consultant, conducting 400+ training programs and workshops on IT, Data Analysis, Business Intelligence, Generative AI, General Management, First-Line Supervision, Team Building, and Project Management.

He holds a Master of Business Administration (MBA) in Human Resource Management from Muhammad Ali Jinnah University, Karachi, and a Master of Science (M.S) in Computer Engineering from Sir Syed University of Engineering and Technology, Karachi. He is a certified Project Management Professional (PMP), Microsoft Office Specialist Master (MOS), Professional Scrum Master (PSM-I), and holds a Dashboard Reporting in Excel certification from IBA, Karachi. He currently serves as Deputy General Manager at the Pakistan Institute of Management.

His major clients include Philip Morris, Siemens Pakistan, Unilever Pakistan, Fauji Fertilizer Company, PSO, State Bank of Pakistan, USAID, UNDP, WHO, Pakistan Navy, and Pakistan Air Force, among many others.

### **FOR DETAILS AND REGISTRATION**

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