



MS Excel Workshop



June 29-30, 2022



10:00 am – 03:00 pm (GST)



Course Director

Ramzan Rajani

- Microsoft Excel Specialists, Excel Dashboard & Power BI





About SIMFOTIX

SIMFOTIX is a trusted name in the executive education industry that offers cutting-edge corporate training programs. SIMFOTIX focuses on creating value for both learners and businesses through its varied program offerings. We, at Simfotix, hold unique expertise in developing our programs based on the design- learning concept that focuses on the key challenges of a learner and organization. Engagement, relevance, and effectiveness are the hallmarks of our learning solutions. So far, SIMFOTIX training programs are attended by over 5000 participants from over 1000 organizations operating MENAT region. Our clients regard their training experience with us inspiring and transformative.

On the e-learning front as well, SIMFOTIX offers courses that result in serious learning but in fun way, we adopt efficient gamification approach that is aligned with clear learning goals that L&D teams want to see as the achieved objectives. We also understand the ever-shifting corporate world challenges and even in online programs, we carry our legacy of quality, relevance, and impact that's why our programs are conducted by learned faculty comprised of global thought- leaders and top industry practitioners.

We also provide bespoke training solutions that are tailored and delivered in a way that it surpasses your expectations.

01	02	03	04
			
SOFT SKILLS COURSES	IT RELATED COURSES	BANKING & FINANCE	GAMIFICATION COURSES



Course Outline

Excel Ice Breaking Session!

- Ice breaking session to bring all participants on the same learning pace
- Objective Setting for the course and participant expectations
- Learn daily use short cuts

Summarizing & Consolidating Data

- Working with Data Tables
- Grouping & Creating Sub Totals
- Formatting the Subtotal Rows
- Adding and Copying with Subtotals
- Consolidating Data from multiple sheet

Course Overview Formulas & Powerful Functions

- Relative & Absolute Cell Reference
- Text Functions (Left, Upper, Concatenate , truncate and others)
- Date Functions (Today, Now, sorting on dates, extracting Date & Time)
- Conditional & Logical Functions (If, And, Or, and Not)
- The ROUND
- Using Count IF , SUMIF , Count, CountA
- Using Vlookup Functions
- Advanced VLOOKUP Function
- Using HLOOKUP Functions
- Using XLOOKUP Function

Formatting your Spreadsheet

- Freezing row and column titles
- Using auto format
- Custom number formats
- Using Paste Special
- Utilizing fill handle trick

Filter & Sorting

- Extracting Unique Values with Filtering
- Advance Filter on more than 1 Criteria
- Sorting Data on different cell formats
- Sorting data with Multiple Level Sorts
- Data extraction by Sorting & Filter



Course Outline

Security in Excel

- Preventing Sheet from Deletion
- Cell / Row / Column Level Security
- Preventing your data from Copying
- Preventing data selection

Charts, Graphs & Techniques

- Recommended Charts
- Trend lines
- Sparkline's charts
- Saving Custom Chart as Template
- Formatting and Editing a series

Conditional Formatting – CF

- Analyzing Data with CF
- Create, Edit & Delete a CF rule
- Use data bars as a visual guide
- Find duplicate values
- Make a rule dependent on another cell
- Highlight columns based on value of a cell

Macros (quick overview)

- Recording Macros for Automating tasks
- Creating Button to run a Macro
- Deleting Macros

Dynamic Table

- Converting data into table
- Automatic calculation in table
- Converting table to normal range
- Using table in Charts & Vlookup

List Management

- Formatting data on Conditions
- Highlight Duplicate & Unique Values
- Formatting data using Data Bars & Icons
- Indirect & Flash Fill
- Remove Duplicates

Data Analysis Using Pivots

- Creating Pivot table & Analyzing data
- Dynamic Pivot Table & Calculation
- Grouping data in pivot tables
- Selecting elements of a pivot table
- Making use of multiple data fields
- Using grand totals and subtotals



About the Trainer



Ramzan Rajani

Microsoft Excel Specialists, Excel Dashboard & Power BI



Professional Summary

Ramzan carries more than 17+ years of experience in the field of IT Training & Project Management. After getting a Diploma in Information Technology, he did his MBA with Dual specialization in IT Project Management.

He has experience of designing, managing & implementing large databases having very good understanding and extensive experience in Advance Excel, VBA – Macros, Advance Power-Point, Excel Dynamic & Interactive Dashboard & Power BI

Have trained more than 10,000+ employees in Instructor Led Training from executive to senior management in different companies across locations.

Ramzan is based in Dubai & regularly travels to Oman, Saudi, Qatar, Maldives, Malaysia to conduct trainings & IT Consultancy on regular basis.

Other than 10,000+ participants he has trained around 2000+ employees from 15 different banks in UAE from Executive Level to Finance Managers.

Specialization

- Advanced Excel & Macros
- Excel for HR, Sales & Finance,
- Excel Dynamic Dashboard
- Power Query
- Power BI Training & Consulting

Education

- MBA with Dual specialization in IT Project Management.
- Diploma in Information Technology.





Client Testimonials

It was more interactive , more concentrating on the practical side rather than theory. Good Trainer | Professional and having good communications. Trainer's attention to details is great | Well Managed the Training Session | Was very resourceful | Very Good, Clear and Direct instruction and focus | New knowledge . The content was extremely informative and useful. | Interactive and informative. Smart, Collaborator and can deliver the information clearly the presenter is very well educated easy to explain the subject. **Emirates Post Group Participants**

Excellent trainer from SIMFOTIX. | I learned a lot spend very good and it helped me. | Really professional trainer and her sessions was clear and easy and fun. | She explained everything in a easy and beautiful way. | She have good ways to conveying the information to us and we don't feeling bored . **Mubadala Group , MDC BMS**

Simfotix Trainer bear a Persuasive approach in training and the company is professional in the arrangement of training till end to make it a memorable experience. The In-house session and the follow-up session is excellent approach. **The Executive Council of Dubai**

Informative, engaging | New tools to be used for the growth for our organization | brainstorming and Good knowledge of the subject. **Sharjah Airport Authority**

The detailed Explanation & Excellent trainer by SIMFOTIX. Powerful clear course & excellent instructor. Provided the necessary information perfectly. Overall, best training & course. **Ethad Water & Electricity**

Course Overview

Targeted learning should be at the top of your L&D agenda. Thank you Simfotix for being an agile partner in our learning Journey. **Roche Middle East.**

Excellent courses delivered by SIMFOTIX to our team. Easy to understand trainer and well managed. I liked its interactive nature, and Mr Ahmed's examples of common phrases. **DEWA**

My team was positive and happy with the deliverables of MS Excel Training, and they think this session increased their knowledge and efficiency. **"Ministry of Human resources & Emiratization"**

Simfotix In-House training on MS Excel is well organized and our team learned lot of new things. We consider this as a value addition and meeting our objectives. **Road & Transport Authority Dubai RTA.**

A combination of learning and sharing through activities and self presentations. Learning Art of Public Speaking with Simfotix Training is truly a good experience. **Abu Dhabi Terminals**



Client Testimonials

InHouse session was best from SIMFOTIX. The trainer is excellent, and has a good knowledge on his craft. **DP World**

Excellent Training conducted by Simfotix Professional Development. The whole day was full of fun and learning. **Department of Economic Development, Dubai**

Since last two years My Company is working with Simfotix, and every time it is great learning experience. MS Excel is one of the most recommended Program with distinctive methodology and valuable deliverables. **ADNEC "Abu Dhabi National Exhibition Centre"**

The in-house training met the desired objectives for improvement in the Finance function. Group work throughout the two days and team presentation on various analytics put thing in the focus learning direction. Good output Simfotix. **Team Imdad Group.**

Easy way of transferring knowledge makes the learning more digestible. Great work Simfotix for the in-house session. **Emirates NBD Bank**

Simulation Board Game training is one of the great training course and materials. Super helpful for connectivity and engagement among our departments to upscale productivity. Thank you! **Ghobash Group**

Our team attended MS Excel Training with Simfotix and it was never so much learning before in this course. All skill levels on the course fully catered for with a very patient approach, it's worth attending. **DU Telecomm**

Inhouse Training with Simfotix Training for Credit Transformation Program goes with a Wonderful learning experience of our Credit Risk Team. Looking forward to engage them in other upcoming training. **Finance House Abu Dhabi**

Thank you Simfotix for a comprehensive and value training to our Saudi Arabia Finance Team. Case Study and exercises were the key element of this workshop. As Learning & Development we are satisfied to work with them in future. GM Learning & Development , **MAF Carrefour International.**

The Power Bi session was engaging and informative. Overall program outcome is what we agreed and delivered to our functional departments. We would like to do more programs with Simfotix. **Mashreq Bank**

Reference to the specific people in respective companies can be furnished on request.



Some of Our Valued Clients

ROCHE Middle East	Etisalat	DU Telecomm EITC	Abu Dhabi National Exhibition Council
Mubadala Group (Business Management Services)	King Abdullah University of Science and Technology , KSA	Emirates NBD Bank	Department of Culture and Tourism Abu Dhabi
Maersk	Dar Al Riyadh KSA	Fama Holdings Group KSA	The Executive Council of Dubai
Al Hilal Bank	MAF Retail (Carrefour)	Abu Dhabi Terminals	Department of Economic Development Dubai
Federal Electricity & Water Authority FEWA	Ghobash Group UAE	Saudi Airline	Ministry of Human Resources and Emiratization
Sharjah Islamic Bank	Abu Dhabi Finance (Mubadala Company)	Al Tayer Group	Dubai Electricity & Water Authority DEWA
Mashreq Bank	Arab Bank UAE	Abu Dhabi Ports	Averda Saudi Company
Abunayyan Holding KSA	Zain KSA	SAVOLA FOODS, SUGAR-KSA	Binzagr Company
Imdaad Group	Wartsila Power KSA	Abdul Aziz Al Majid	Chedid Re KSA
AbuDhabi Customs	ACWA Power	HSBC Bank	DP World
Saudi Telecom Company	SS Lootah International Investment Group	DHL Express	Securities and Commodities Authority (SCA)
HSBC	Emirates Group	Aster Group	United Al Saqr Group
Al Batha Group	Global Foods UAE	AXA Insurance	Coca-Cola
Commercial Bank of Dubai	Emirates Islamic Bank	Dubai Financial Services Authority	Schlumberger
Ministry of Telecommunication Oman	Al Ghurair Group	Finance HouseDubai	



Testimonials

Excellent training conducted by SIMFOTIX Professional Development. The whole day was full of fun and learning.

Department of Economic Development, Dubai

The trainer was Good & Experienced. He was very good in explanation of Power BI and keeping the people engaged. He was energetic & Knowledgeable. He also handled the online session excellently.

Coca-Cola Al Ahlia Beverages Company

My team was positive and happy with the training deliverable, and they think the session increased their knowledge and efficiency.

Ministry of Human Resources & Emiratization

Very good, and well-organized training on Power BI. He was filled with lots of application oriented tips.

Emirates Islamic Bank

Course Overview

REGISTRATION DETAILS

Regular Fee: USD 510 Per Participant (Plus VAT)

Team Offer: Pay for 2 and register 3rd for free.

Includes: Courseware, and SIMFOTIX Certificate

For registration (s) send us your **Name, Designation, Organization**, and **Mobile Number** to register@simfotix.com

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