

Course content & Programme

Date	Topic	Time
August 22nd	Welcome Remark by ACMA Introduction about Program	9.50 AM – 10.00 AM
	<u>Using Lookup Formulas and Formula Auditing:</u> <ul style="list-style-type: none"> • Use Lookup Functions • Using the VLOOKUP Function • Creating Cell References (Absolute, Relative & Mixed) • Match & Index Function • Multiple V look ups <u>Protecting Workbooks:</u> <ul style="list-style-type: none"> • Topic A: Protect Worksheets and Workbooks • Specifying password for opening a workbook • Protecting worksheet • Protecting cells <u>Workbook Functionality:</u> <ul style="list-style-type: none"> • Understanding Data Validation • Validation to range/ Cell • Creating drop down box • Creating dependent drop-down box <u>Working with Multiple IF:</u> <ul style="list-style-type: none"> • Working with Functions • Using the IF Function • Nesting Functions • Using Multiple Conditions with the IF Function 	10.00 AM – 01.00 PM
August 23rd	<u>Advance formulae (Text & Numeric):</u> <ul style="list-style-type: none"> • Trim, Upper, Lower, Len, Proper, Concatenate • Find, Replace, Substitute, Search • Large, Small, Max, Min, Sumif, Sumifs • Count, Countifs, Count, Averageifs <u>Conditional Formatting:</u> <ul style="list-style-type: none"> • Highlight cell rule • Top/Bottom Rule • Data bars • Icon Sets • Creating New Rules • Managing Rules <u>Creating and Working with Pivot Tables</u> <ul style="list-style-type: none"> • Understanding Pivot Tables • Creating a Pivot Table using Worksheet Data • Creating a Pivot Table using an External Data • Connections Laying out a Pivot Table on a Worksheet • Modifying Pivot Table Fields Using a Report Filter • Refreshing a Pivot Table Formatting a Pivot Table 	10.00 AM – 01.00 PM

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August 24th	<p><u>Advance Conditional Formatting:</u></p> <ul style="list-style-type: none"> • Creating New Rule • Editing New Rule • Manage Rule • Icon Sets • Customizing Icon Sets <p><u>Enhancing Pivot Tables</u></p> <ul style="list-style-type: none"> • Creating a Slicer • Creating Timeline • Grouping Data Applying Label and Value Filters • Creating a Calculated Field • Creating a Calculated Item • Creating Charts from Pivot Tables <p><u>Macro Recording:</u></p> <ul style="list-style-type: none"> • The Developer Tab • Macro Security • Trust Centre • Saving Files • Basic Macro Recording • The “Record Macro” Window • Rules for Macro Names • Running Macros • Running a Macro from the Developer Tab • Running a Macro Using a Shortcut Key • Running a Macro from a Button • Running a Macro from a Worksheet Object 	10.00 AM – 01.00 PM
	<p>Concluding Remarks</p> <p>Programme ends</p>	