



Md Shah Alam, MCT
Chief Training Officer
Dikkha: Training & Consultancy

Microsoft Certified Trainer
MS Excel Trainer & Consultant
Power BI Trainer & Consultant

Empower Your Data To Visualize
Powerfully

Training Summary

| Course Types | Level | Days Required | Total Assessment | Total Test | Total Project | Audience |
|----------------|------------------|---------------|------------------|------------|---------------|---|
| Basic MS Excel | Foundation Level | 8 Hours | 2 | 5 | 2 | Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc. |

Training Take-home

| Course Types | Summary |
|----------------|---|
| Basic MS Excel | MS Excel Interface, Basic Formula and Functions, Fundamental Computation, Prepare Professional Template |

Learning Summary

| Course Types | Summary |
|----------------|---|
| Basic MS Excel | <ol style="list-style-type: none"> 1. MS Excel Interface: Manage Workbook and Worksheet 2. Fundamental Computation 3. Applying Simplification Rule 4. Basic Text Function to Manipulate Data 5. Projects |

Class Schedule

Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays

Please get the information of your class schedule before admission

Training Investment

| Course Types | Actual Price | Discounted Price |
|----------------|--------------|------------------|
| Basic MS Excel | Tk.1,000/- | Tk.800/- |

Profile

Chief Training Officer



Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Around 1500 individuals have been trained

Achievement:

- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received “Individual Aptitude Award” for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

Training Provided To



UNIVERSITY OF DHAKA
ESTABLISHED: 1921



Skill Hunt
Leading Towards Development



Training Portfolio (1)

| Organization Name | Type of Organization | Training Name | No of Training Sessions | Total Participants | Remarks |
|--------------------------------|----------------------|---|-------------------------|--------------------|--------------------------------------|
| Médecins Sans Frontières (MSF) | International NGO | Basic – Intermediate MS Excel | 10 | 150 | Working with MSF since 2020 |
| Médecins Sans Frontières (MSF) | International NGO | Advance MS Excel | 3 | 50 | Working with MSF since 2020 |
| Médecins Sans Frontières (MSF) | International NGO | Workshop on application of MS Excel in Finance & Accounts | 1 | 20 | International staff also joined |
| National Finance Ltd | Local NBF | Basic MS Excel | 1 | 20 | - |
| National Finance Ltd | Local NBF | Advance MS Excel | 1 | 20 | - |
| WOORI BANK | Foreign Bank | Advance MS Excel | 1 | 35 | - |
| LankaBangla Finance Limited | Local NBF | Basic MS Excel | 2 | 40 | Conducted In-house training as Staff |
| LankaBangla Finance Limited | Local NBF | Advance MS Excel | 1 | 12 | - |

Training Portfolio (2)

| Organization Name | Type of Organization | Training Name | No of Training Sessions | Total Participants | Remarks |
|----------------------|--|--|-------------------------|--------------------|--|
| ICMAB | Institute of Cost and Management Accountants of Bangladesh | Basic MS Excel | 1 | 15 | Participants are Newly Qualified Members |
| ICMAB | Institute of Cost and Management Accountants of Bangladesh | Intermediate MS Excel | 2 | 45 | Participants are Newly Qualified Members |
| ICMAB | Institute of Cost and Management Accountants of Bangladesh | Advance MS Excel | 2 | 30 | Participants are Newly Qualified Members |
| Primeasia University | Private University | Workshop on Business MS Excel | 1 | 30 | Outgoing Students |
| AIUB | Private University | Workshop on importance of MS Excel in Business | 1 | 25 | Outgoing Students |
| YSSE | NGO | Operational Excellence with Power Point | 1 | 30 | - |
| Dhaka University | Public University | Basic to Advance Excel | 1 | 28 | Organized by Skill Hunt |

Training Portfolio (3)

| Organization Name | Type of Organization | Training Name | No of Training Sessions | Total Participants | Remarks |
|-----------------------------------|----------------------|--|-------------------------|--------------------|------------------------------------|
| Daffodil International University | Private University | Workshop on importance of MS Excel in Business | 1 | 50 | Outgoing Students |
| Daffodil International University | Private University | Workshop on importance of MS Excel in Business | 2 | 100 | Students from different discipline |
| YSSE | NGO | Operational Excellence with MS Excel | 1 | 60 | - |

Dikkha: Training & Consultancy has provided online and offline training to more than 400 individuals at its own center



DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

Basic MS Excel

Objective of this Training

The objective of this Training is to help the audiences develop their basic skills and knowledge on **MS Excel** on the purpose that they can do data formatting and fundamental computation at work as well as prepare themselves for the intermediate and advanced level

Key Takeaways from This Training

Understand the basic features of MS Excel

Apply Learning in the Workplace

Grow Interest for the Advance Level

What the Participants are going to Learn

Manage Workbook and Worksheet


Format the Cells and Data

Prepare Professional Template


Do Fundamental Computation

Basic Functions for Manipulating Text


Specialties of This Training




Pre and Post Assessment will be evaluated




A good number of Assessments and Tests will be taken




Worksheet along with Practice Sheet will be provided




Handouts will also be provided



Various real-life cases will be solved



Projects under Each Main Topic will be conducted




Certificate to be awarded only when he/she qualifies the assessment


Training Summary




Audience:
Service Holder



Prerequisite:
Not Applicable

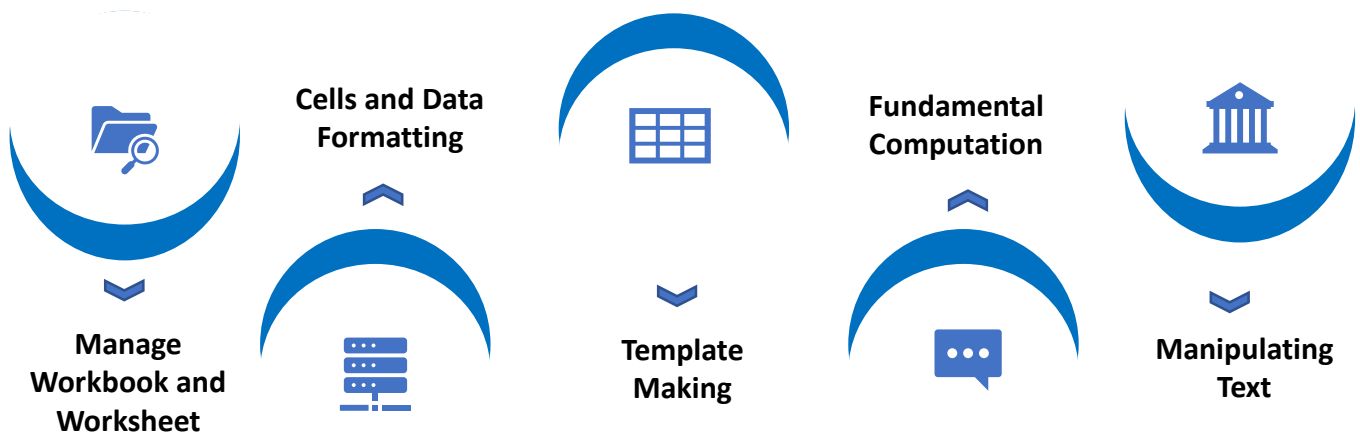


Total Duration:
6 Hours/1 Day



Training Mode:
Offline

Broader Training Outline



Detailed Training Outline

Pre-Assessment

Section 1: Manage Workbook and Worksheet

- Save a Workbook as Template
- Introducing to File Tab
- Key Features of File Tab
- Office Theme
- Customize Ribbon
- Quick Access Toolbar
- Create a New Sheet
- Format Sheet
- Move or Copy Sheet
- Delete Sheet
- Sheet Movement
- Cell Navigation

Assessment Test: 1

Project 1: Create a Customize Workbook

Test on Previous Section

Section 2: Cell and Data Formatting

- Discussion on the different types of Bar
- Usage of Status Bar
- Multiple Paste Options to Show Data
- Paste Special for Applying Mathematical Operation
- New Line Creation to display data in Single Cell
- Print Only the desired area
- Format Cells to Show different types of data
- Clear Options to delete or remove Content & Formatting and Others
- Fill: Data Series and Flash Fill
- Create a Link for quick access to webpage and file

Section 2: Cell and Data Formatting

- Shapes and SmartArt for Data Visualization
- The Importance of Setting the Page and How to Do It
- Formula Auditing and Watch Window
- Sort Data. Customize the Order
- Reshuffle Rows and Column
- Filtering for Selected Cells. Bonus Tips for AutoFilter
- Split data in a single column to multiple column
- Remove Duplicates
- Data Validation: List
- Subtotal by Group
- Protect Data and Worksheet
- Write comments and notes
- Create and Arrange Window for working at the same time
- Short cut and Bonus Tips

Assessment Test: 2

Project 2: Create a Template for presenting data

Test on Previous Section

Section 3 (A): Fundamental Computation

- Basic Mathematical Calculation
- Simplification Rule
- Cell References
- Round a number to the desired place
- Average numbers
- Find the Minimum and Maximum Value within a data range
- Rank the Numbers/Value
- Find the k-th Smallest and Largest Value in a Data Set
- Count the Value.
- Difference between Count and Counta
- Row and Column Number of a Reference

Section 3 (B): Manipulating Text

- Setting text to sentence case
- Join text string
- Removing space from a text string
- Counting characters in a cell
- Extracting parts of a text string
- Substituting text string
- Finding similar multiple characters

Assessment Test: 3

Post Assessment