



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

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

Let Your Data Speak

Training Summary

Course Types	Level	Days Required	Total Assessment	Total Test	Total Project	Audience
Basic To Advance MS Excel	Basic-Advance	15 Classes/ 20 Hours	2	6	3	Sales, HR, Operations , Admin, Supply Chain, Finance and Accounts etc.

Training Take-home

Course Types	Summary
Basic To Advance MS Excel	Reconstruct Database, MIS Reports by Advance Formula and Functions, Summarize Data by Pivot Table, Create Beautiful Appearance of Data and Many More Hacks

Learning Summary

Course Types	Summary
Basic To Advance MS Excel	<div><div><div>1. Text Functions for Dynamic Data Manipulation</div><div>2. Conditional Analysis Functions</div><div>3. Match and Lookup Functions</div><div>4. Financial Functions</div><div>5. Date and Time Functions</div></div><div><div>6. Conditional and Custom Formatting</div><div>7. Pivot Table for Summarization of Data</div><div>8. Projects</div></div></div>



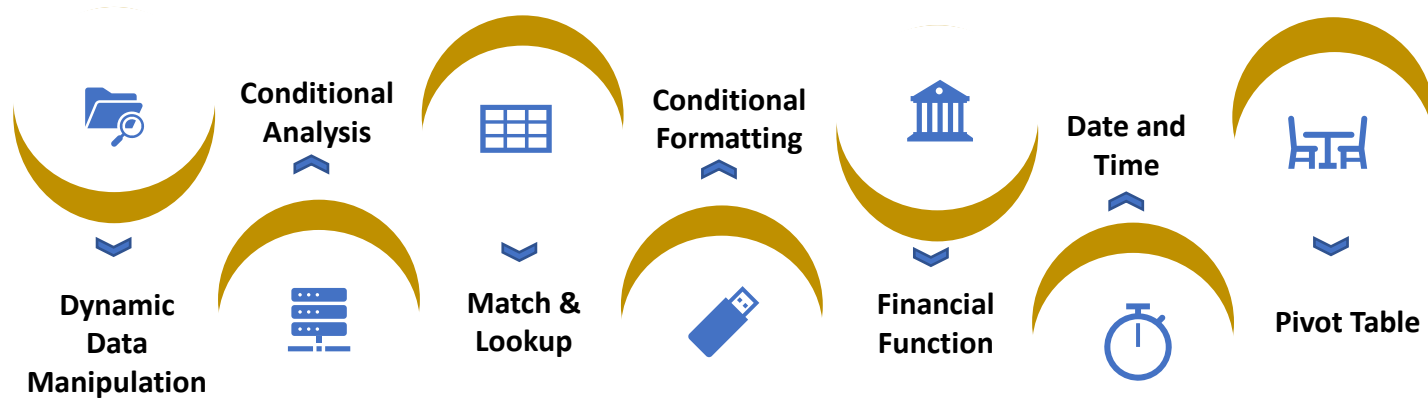
DIKKHA

TRAINING & CONSULTANCY

Distinct & Dynamic

**Basic To
Advance MS
Excel**

Broader Training Outline



Detailed Training Outline

Pre-Assessment

Section 1: Dynamic Data Manipulation

A. Commands of Main Tabs

Home Tab: Paste, Paste Special, Format Painter, Orientation, New Line, Merge Across, Data Formatting, Clear, Fill, Find and Select

b. Insert Tab: Hyperlink

c. Page Layout Tab: Page Set up and Print, Theme

d. Formula Tab: Name Manager, Formula Auditing, Watch Window

e. Data Tab: Filter, Text to Columns, Remove Duplicates, Data Validation, Goal Seek, Group by Subtotal

f. View Tab: Navigation, New Window & Arrange All, Freez Panes, Hide and

B. Tips and Notes on Formula, Cell Reference, and Formula Copy

a. Some Important Tips on Excel Formula

b. Some Important Tips on Excel Cell Reference

c. Other Important Notes

C. Manipulating Text

a. Setting text to sentence case

b. Join text string

c. Removing space from a text string

d. Counting characters in a cell

e. Extracting parts of a text string

f. Finding a particular character

g. Substituting text string

h. Finding similar multiple characters

i. Dynamic "Extracting parts of a text string"

Assessment Test: 1

Assessment Test: 2

Assessment Test: 3

Project 1: Reconstruct a Database

Section 2: Conditional Analysis to Gain Insight

- a. Simple and multiple conditions
- b. Logical condition with AND & OR
- c. Counting that meets conditions
- d. Summing that meets conditions

Assessment Test: 4

Project 2: Prepare Dynamic MIS Reporting

Section 3: Match and Look up for Retrieving Info

- a. Find the row and column number by lookup matching
- b. Looking up on a left lookup column
- c. Looking up horizontally
- d. Hiding errors returned by lookup functions
- e. Difference between Exact and Approximate match
- f. Looking up on a two-way matrix
- g. Fill all cells in a table in one attempt by Lookup

Assessment Test: 5

Project 3: Database Preparation by Application of Approximate Match

Section 4: Conditional Formatting for Presenting Vivid Data

- a. Highlight cells that meet criteria
- b. Top/Bottom Rule
- c. Colour Scale & Data bar, Icon Set
- d. Manage Rule
- e. Text Formula
- f. Custom Formatting
- g. Input different types of data in the same cell

Section 5: Mastering Date and Time

- a. Series of Months
- b. Length of Services or Find Age
- c. Find a Deadline
- d. Find the Number of Working Days

Section 6: Others

- a. Data Validation: Validation Criteria, Input Message and Alert Criteria
- b. Sorting: Data Sorting. Reshuffle Row and Column
- c. Making Formula Error Free
- d. Protect Data

Assessment Test-6

Section 7: Financial Functions

- a. PMT b. IRR c. XIRR d. Rate e. FV f. PV
- g. Amortization Schedule

Section 8: Data Analysis by Pivot Table

- a. Discussion on Table b. Create a Pivot Table
- c. Different Feature of Pivot Table d. Application of Slicer on Table
- e. Pivot Chart

Section 9: Data Visualization with Charts and Graphs

- a. Pivot Charts and Regular Charts
- b. Elements of Charts
- c. Formatting of Charts
- d. Purpose of Using Different Kinds of Charts
- e. Customization of Charts

Post Assessment



Profile of Trainer

Profile

Md. Shah Alam



Professional Experiences:

- MS Excel and Power BI Trainer Since 2020
- Four Years of Work Experience in IDLC Finance Ltd. (2010-2014)
- Six & Half Years of Work Experience in LankaBangla Finance Ltd. (2014-2020)
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Achievement:

- Around 5200 professionals and students have been trained
- Out of 5200, around 1800 professionals of 15 companies have been trained through Corporate Training
- Provided training to the Newly Qualified members of ICMAB
- Working as a contractual in-house trainer in Brac ISD
- Worked as Trainer in the School of Business and Entrepreneurship in Independent University, Bangladesh

Online Recorded Course:

- Instructed recorded courses of Power BI and MS Word for Lead Academy
- Instructed Live and Recorded course of “MS Excel Power Query” and “Learn MS Excel Using Chat GPT” for Thriving Skill

Professional and Academic 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

Academic:

- MBA, Marketing, 3.98 out of 4, Daffodil International University
- BBA, Marketing, 3.78 out of 4, Daffodil International University
- HSC, Business Studies, 4.8 out of 5, Dhaka Board
- SSC, Science, 4 out of 5, Dhaka Board

Snapshot of Corporate Training Facilitated:

Organization Name	Total Session	Total Participants' Numbers	Remarks
Médecins Sans Frontières (MSF)	25	400	Working with MSF since 2021
Sajida Foundation	3	125	Basic and Advance Excel Customize Training for Audit
Brac ISD	31	800	Contractual in-house trainer (Excel and Power BI)
German Red Cross	1	30	MS Office
National Finance Ltd	2	40	Advance Excel
LankaBangla Finance Limited	6	100	Customize Advance Excel (CL and MIS Reports)
WOORI BANK	1	40	Advance Excel
Brac Bank	3	90	Basic to Intermediate (Customize Training for Legal and Recovery)
City Bank	1	30	Basic to Intermediate
Mutual Trust Bank	1	30	MS Power BI (Completion of 5 Projects on Data of Banks)
Arla Food Bangladesh Ltd	5	120	Customize Advance Excel on Sales. Develop E-learning platform for a Sales Performance Tracker
Dhaka Ice-cream (Polar)	2	60	Basic to Advance Excel
Berger Paints Bangladesh	6	140	Basic to Advance Excel and MS Power BI
Independent Television (Beximco Media)	1	20	Advance MS Excel
ICMAB	5	90	Basic and Advance Excel
Independent University	1	90	Contractual Trainer (Excel and Power BI)

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
- Power Query M Language
- MS Excel 365 Dynamic Array Functions (Lambda)
- SQL Boot map for query
- Advance English Writing