



**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	1 Day/ 6 Hours	2	5	2	Sales, HR, Operations, Admin, Supply Chain, Finance and Accounts etc.
MIS Reporting	Intermediate -Advance	3 Days/ 18 Hours	2	6	3	

## Training Take-home

Course Types	Summary
Basic MS Excel	MS Excel Interface, Basic Formula and Functions, Fundamental Computation, Prepare Professional Template
MIS Reporting	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	
<b>Basic MS Excel</b>	<ol style="list-style-type: none"><li>1. MS Excel Interface: Manage Workbook and Worksheet</li><li>2. Fundamental Computation</li><li>3. Applying Simplification Rule</li></ol>	<ol style="list-style-type: none"><li>4. Basic Text Function to Manipulate Data</li><li>5. Projects</li></ol>
<b>MIS Reporting</b>	<ol style="list-style-type: none"><li>1. Text Functions for Dynamic Data Manipulation</li><li>2. Conditional Analysis Functions</li><li>3. Match and Lookup Functions</li><li>4. Financial Functions</li><li>5. Date and Time Functions</li></ol>	<ol style="list-style-type: none"><li>6. Conditional and Custom Formatting</li><li>7. Pivot Table for Summarization of Data</li><li>8. Projects</li></ol>

## Few Words

**Dikkha: Training & Consultancy** is pleased to provide you with this training proposal on **MIS Reporting by Microsoft Excel** for your esteemed organization. We understand that maintaining best services should be attached with paramount importance and we are committed to giving our utmost attention to meet your ultimate expectation so that the reflection of take-away learnings from the training will be visible in your operations.

**We want you to consider this proposal an initial overview of our offerings and some of the details may be adjusted to suit your preferences and priorities.**

### Pricing and Other Terms & Conditions

BDT. 20,000/- (including Tax but excluding Vat) will be charged each day for honorarium only. Break-down:

Particulars	Amount
Training Cost Each Day	20,000.00
Less: Tax 10%	2,000.00
<b>Total Cost After Tax (Each Day)</b>	<b>18,000.00</b>

- The cheque/Pay Order/any other instrument will be issued in the name of **Md. Shah Alam**
- The above price does not include any other cost that may incur for training purpose (e.g. Entertainment, Accommodation, etc.)
- Maximum 20 participants can join for making each training program effective and interactive

# 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

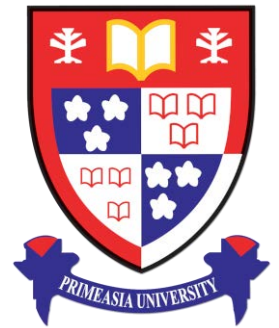
### Achievement:

- 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



# 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
<b>Daffodil International University</b>	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	-

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**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

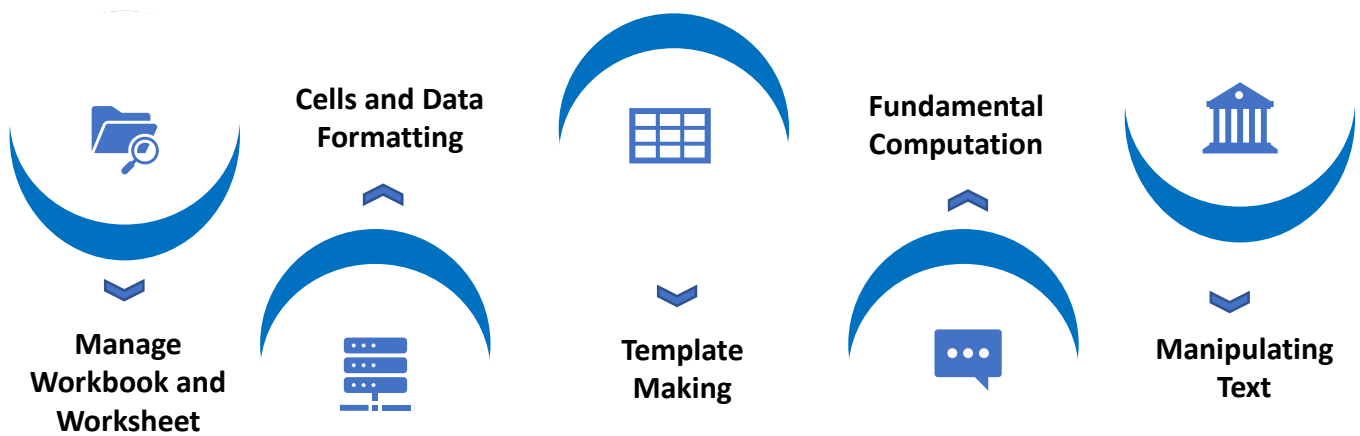


**Total Duration:**  
6 Hours/1 Day



**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



**DIKKHA**

**TRAINING & CONSULTANCY**

**Distinct & Dynamic**

**Advance Level  
(I):  
MIS Reporting**

## Objective of this Training

The objective of the training is to help the audiences develop their skills and knowledge on MS Excel on the purpose that they can manage their data related tasks more efficiently and productively and add more value to their organization

## Key Takeaways from This Training

Understand the Formula and Functions of MS Excel for Dynamic MIS Reporting

Calculate, Summarize and Analyze Data By Pivot Table

Apply Learning in the Workplace

## What the Participants are going to Learn

Reconstruct Database from the Raw Data

Apply Formula and Functions to Prepare Dynamic MIS Reporting

Analyze Data to Gain Insights for Decision-Making


Summarize The Large Data Set

Conditional Formatting for Beautiful Appearance of Data


Master the Date and Time Functions in Excel

Financial Functions. Scenario Analysis


## 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:**

Basic Knowledge



**Total Duration:**

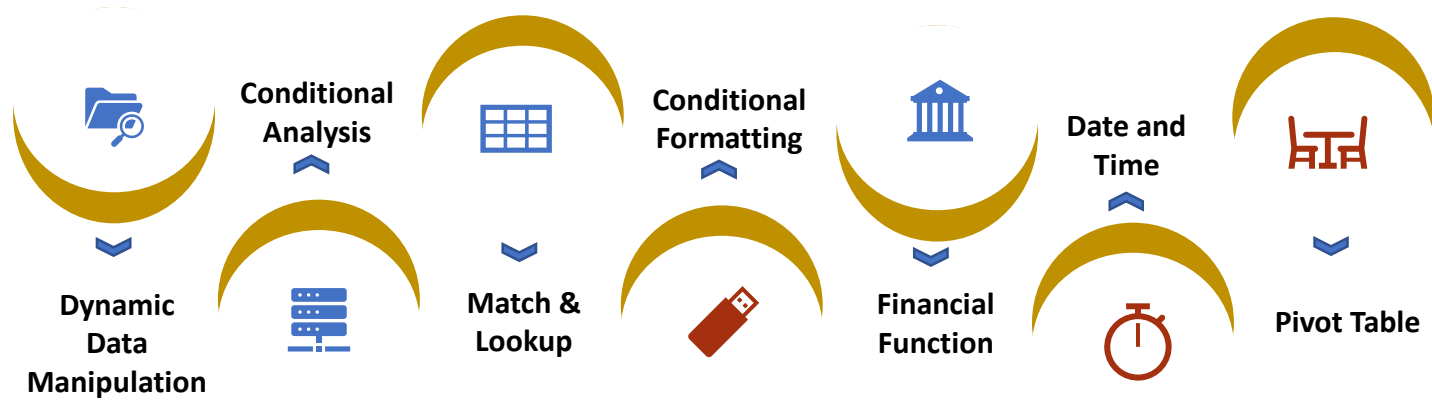
18 Hours/3 Days



**Training Mode:**

Offline

# 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

### Project 3: Dynamic Duty Rostering

## Section 7: Financial Functions

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

## Assessment Test-7

## 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

## Post Assessment