



Advanced MS- Excel:

Microsoft Excel is the most commonly used spreadsheet application. Learning how to use Excel is an investment in both your personal and professional life. Excel makes it easy to monitor financial performance, such as business profit or loss, plan a budget or stay organized with checklists.

As an employee, learning how to use Excel efficiently provides value, since most jobs utilize this application. This opens up more opportunities for employment and career advancement. When employees know how to use Excel, it improves their efficiency in the workplace. Employees who know how to create detailed worksheets, invoices, charts, and complex formulas achieve professional results in a fraction of the time. This course is especially designed for those who want to go a level ahead in spreadsheets.



Course Methodology

This course is complete lab based course with a hand on experience and exercises of latest version of MS-Excel applications.

Who Should Attend?

This advanced course is designed for professionals who already know the basics and want to attain a proficient level of MS-Excel applications.

Customized Training Services

Customized Training Services caters for busy schedules and differing abilities thus providing a flexible approach to modern training needs. Training programs may be developed and delivered within your community center, business or organization. To cater your organization/employees' needs please contact us at beec.buitems@gmail.com

Training Date

Date	Duration	Timing
Oct 17 - 19	3 days	9:00 am – 2:00 pm

Course Fee

14,000

Manager Trainings

BUITEMS Executive Education Center

Directorate of University Advancement & Financial Assistance, Sir Syed Block, BUITEMS Takatu Campus, Airport Road, Quetta.

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