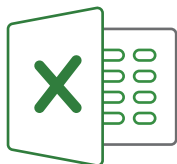


# Bitesize Learning Program for Ramadan



## Excel Tips & Tricks

We have seen business users going home late just because they are doing simple tasks using long process. You may work with little knowledge, but true value comes when you work efficiently with maximum use of formulas, features and tricks.

This bite-size hands-on session will teach you:

- POWERFUL Shortcuts
- TIPS to work faster
- CONCEPTS for working with Formulas
- FASTER Formatting Techniques
- OVERCOMING issues with Dates

29th May, 2018, Karachi

Jahangir Sachwani

Timings: 9:00am to 11:00am

Investment: Rs. 2,000/- per participant + sales tax



## Jahangir Sachwani

Jahangir is a thorough professional with excellent expressive abilities in design, development and execution of Microsoft Office trainings. His personal interest in IT and the post graduate degree in education, naturally reflect his concentration in transferring technological knowledge and skills. For more than a decade now, Jahangir has been serving the training and development fraternity with his result-oriented trainings.

Unlike many other technology/excel trainers in the market, Jahangir is a true people's person. He enjoys interactions and thrives with answer questions and addressing concerns.

## REGISTRATION AND QUERIES

---

**Suniya Zafar**

**Tel:** 021 37239785 | 0335 0327788

**Email:** [events@learningmindsgroup.com](mailto:events@learningmindsgroup.com)

**Website:** [www.learningmindsgroup.com/event/](http://www.learningmindsgroup.com/event/)

### Fees is inclusive of:

The program fee covers program facilitation, course materials, networking and certificate of participation.

### Cancellation Policy

If the client cancels the nominations 4 days prior to the committed date 100% advance will be forfeited.