



LUMS X



AI Powered Excel for Business Professionals

LIVE ONLINE

REGISTER NOW

www.lumsex.lums.edu.pk

LUMSx is the center for online learning and professional development at LUMS. We extend LUMS' excellence in teaching and research beyond its borders by leveraging technology and innovative pedagogy. Our courses aim to bridge critical knowledge & skill gaps for Pakistani learners and to meet their diverse learning needs, we offer **Self-Paced Courses, Hybrid (Online-Cohort) Courses, Synchronous (Live-Online) Courses, and Free Open Online Courses** (OpenCourseWare). We intend to harness technology for enhancing access, improving educational quality, and amplifying education's impact.



Course Format: Live Online

Language: Bilingual

Duration: 6 Weeks

Note: For more details about the dates and pricing, please visit our website

 [VISIT COURSE PAGE](#)

ABOUT THIS COURSE



Modern workplaces increasingly expect professionals to leverage Microsoft Excel together with modern AI assistants such as ChatGPT to analyse data, automate repetitive tasks, and produce insights more efficiently. This practical, instructor-led programme equips participants with the skills to combine Excel's advanced capabilities with AI-powered tools to improve everyday business workflows.

Participants will learn to build advanced formulas, dashboards, reports, and data visualizations while using AI to accelerate analysis, automate routine tasks, generate formulas, troubleshoot spreadsheets, and enhance decision-making. The programme emphasizes hands-on learning through practical business scenarios rather than theoretical concepts.

Designed for professionals across Finance, HR, Sales, Operations, Administration, and Management, this programme enables participants to develop immediately applicable skills that improve productivity, reporting, and data-driven decision-making in the workplace.

What Will You Learn:

By the end of this course, you will be able to demonstrate the following learning outcomes:

- Analyse and manage business data using Microsoft Excel
- Create interactive dashboards and business reports
- Apply advanced Excel formulas to solve practical business problems
- Automate repetitive tasks and streamline reporting processes using Excel
- Leverage ChatGPT and other AI tools to accelerate Excel tasks and improve productivity
- Generate AI-assisted business insights, executive summaries, and data-driven reports
- Apply AI-powered workflows to improve productivity and support better business decision-making

MEET YOUR INSTRUCTOR



Course Instructor

JAHANGIR SACHWANI

*Founder and CEO,
Innovinc Consulting*

Jahangir Sachwani is a corporate trainer, Microsoft certified professional, and technology consultant with over 27 years of experience in training and development. He has delivered instructor-led programs for corporate, government, and academic audiences across Pakistan and internationally, with more than 11 years of experience delivering live online training.

He is the Founder and CEO of Innovinc Consulting and specializes in Microsoft Excel, Power BI reporting, and business intelligence solutions. He is a Microsoft Certified Professional, Microsoft Office Specialist (Excel, PowerPoint, and Word), Microsoft Certified Power BI professional, and a Certified Professional Trainer (IAPPD Global, UK).

Jahangir has been associated with LUMSx as the instructor for Advanced Microsoft Excel programmes. His expertise includes advanced Microsoft Excel, AI-enabled Excel, Microsoft Power BI, data analysis, and business reporting. His practical, application-focused approach enables participants to build skills that can be readily applied in professional settings.

COURSE OUTLINE

Module	Key Topics	Mode of Assessment + Delivery
<p>Module 1 - Session 1: Excel Productivity, Tips & Smart Business Functions</p> <p>These functions solve nearly 70–80% of daily business Excel work.</p>	<p>Excel Productivity:</p> <ul style="list-style-type: none"> • Excel Interface & Navigation • Excel Tips and Tricks • Common Productivity Challenges • Keyboard Shortcuts • Flash Fill • Excel Tables 	<p>Practical & Interactive Approach</p> <ul style="list-style-type: none"> • Hands-on Training: Master core concepts using real-world Excel datasets and practical exercise files. • Interactive Sessions: We prioritize engagement through open discussions and continuous Q&A to ensure immediate knowledge retention.
<p>Module 1 – Session 2: Excel Productivity, Tips & Smart Business Functions</p>	<p>High-Impact Business Functions:</p> <ul style="list-style-type: none"> • Date Functions • IF, AND, OR • SUMIFS and COUNTIFS • TEXT Functions • VLOOKUP and HLOOKUP • XLOOKUP (Excel 365) • Filter (Excel 365) • Unique (Excel 365) 	<p>Practical & Interactive Approach</p> <ul style="list-style-type: none"> • Hands-on Training: Master core concepts using real-world Excel datasets and practical exercise files. • Interactive Sessions: We prioritize engagement through open discussions and continuous Q&A to ensure immediate knowledge retention.
<p>Module 2 – Session 1: Business Reporting & Dashboard Development</p> <p>This is the ‘practical implementation’ module that participants remember and apply immediately at work.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none"> • Conditional Formatting • Charts for Business Reporting • Pivot Tables • Pivot Charts • Slicers • KPI Reporting • Interactive Dashboard Design 	<p>Practical & Interactive Approach</p> <ul style="list-style-type: none"> • Hands-on Training: Master core concepts using real-world Excel datasets and practical exercise files. • Interactive Sessions: We prioritize engagement through open discussions and continuous Q&A to ensure immediate knowledge retention.

COURSE OUTLINE

Module	Key Topics	Mode of Assessment + Delivery
<p>Module 3 – Session 1: Power Query for Report Automation</p> <p>Participants immediately see how automation saves hours of manual work.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none"> • Importing Data • Cleaning Data • Combining Multiple Files • Unpivoting Data • Append & Merge • Refreshing Reports 	<p>Practical & Interactive Approach</p> <ul style="list-style-type: none"> • Hands-on Training: Master core concepts using real-world Excel datasets and practical exercise files. • Interactive Sessions: We prioritize engagement through open discussions and continuous Q&A to ensure immediate knowledge retention.
<p>Module 4: ChatGPT for Excel Users</p> <p>Participants stop memorizing formulas and start learning how to think with AI.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none"> • Introduction to ChatGPT • Writing Effective Prompts • Formula Generation • Formula Explanation • Formula Troubleshooting • AI for Learning Excel Faster 	<p>Participants will engage in hands-on learning using the free version of ChatGPT alongside curated Excel exercise files featuring real-world scenarios. The sessions are designed to be highly interactive, fostering an environment where open discussion and Q&A are encouraged.</p>
<p>Module 5: AI Assisted Reporting & Data Analysis</p> <p>This is extremely valuable for senior management, managers and reporting professionals.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none"> • AI-generated business insights • Executive summaries • KPI interpretation • Trend analysis • Dashboard planning with AI 	<p>Participants should have access to ChatGPT. If using a corporate laptop, please ensure that access is not restricted by your organization's IT policies.</p>

COURSE OUTLINE



Module	Key Topics	Mode of Assessment + Delivery
<p>Module 6 – Session 1: Prompt Engineering for Excel Professionals</p> <p>Master the art of communicating with AI to unlock advanced Excel capabilities and streamline your workflow.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none">• How to write effective prompts• Structuring requests properly• Prompt templates for:<ul style="list-style-type: none">• Formulas• Dashboards• Analysis• Automation	
<p>Module 7: AI Generated VBA & Excel Automation</p> <p>Leverage AI to overcome coding barriers and rapidly develop custom automation solutions for complex tasks.</p>	<p>Focus Areas:</p> <ul style="list-style-type: none">• Macro concepts• Using AI to generate VBA• Editing AI-generated code• Automating repetitive tasks	

LIST OF ASSIGNMENTS



Module	Mode of Assessment + Delivery
Module 1 Module 2 Module 3	Practical & Interactive Approach <ul style="list-style-type: none">• Hands-on Training: Master core concepts using real-world Excel datasets and practical exercise files.• Interactive Sessions: We prioritize engagement through open discussions and continuous Q&A to ensure immediate knowledge retention.
Module 4	Participants will engage in hands-on learning using the free version of ChatGPT alongside curated Excel exercise files featuring real-world scenarios. The sessions are designed to be highly interactive, fostering an environment where open discussion and Q&A are encouraged.
Module 5	Participants should have access to ChatGPT. If using a corporate laptop, please ensure that access is not restricted by your organization's IT policies.



AI POWERED EXCEL FOR BUSINESS PROFESSIONALS

[ENROLL NOW](#)

As an *online learning gateway* of LUMS, we aim to extend LUMS' excellence in teaching and research *beyond its borders* by leveraging technology.