The Institute of Chartered Accountants of Pakistan

ICAP

Hands-on Online Training

DATA ALCHEMY

Advanced Transformations with
MS Excel, Power Query and Power BI

Feb 06 – Apr 18, 2026
33 CPD Hours of Learning

Organized by : SMP Committee of ICAP
For SMP Partners/ staff/ trainee students

22 Sessions
Every Saturday & Sunday
07:00 pm to 08:30 pm (PST)

Registration Fee:

(50% Early Bird Discount till Jan 31, 2026)
ICAP Members/Affiliates: Rs. 9,500/-
ICAP Students: Rs. 3,500/-
Non-Member: Rs. 25,000/-

REGISTRATION LINK:
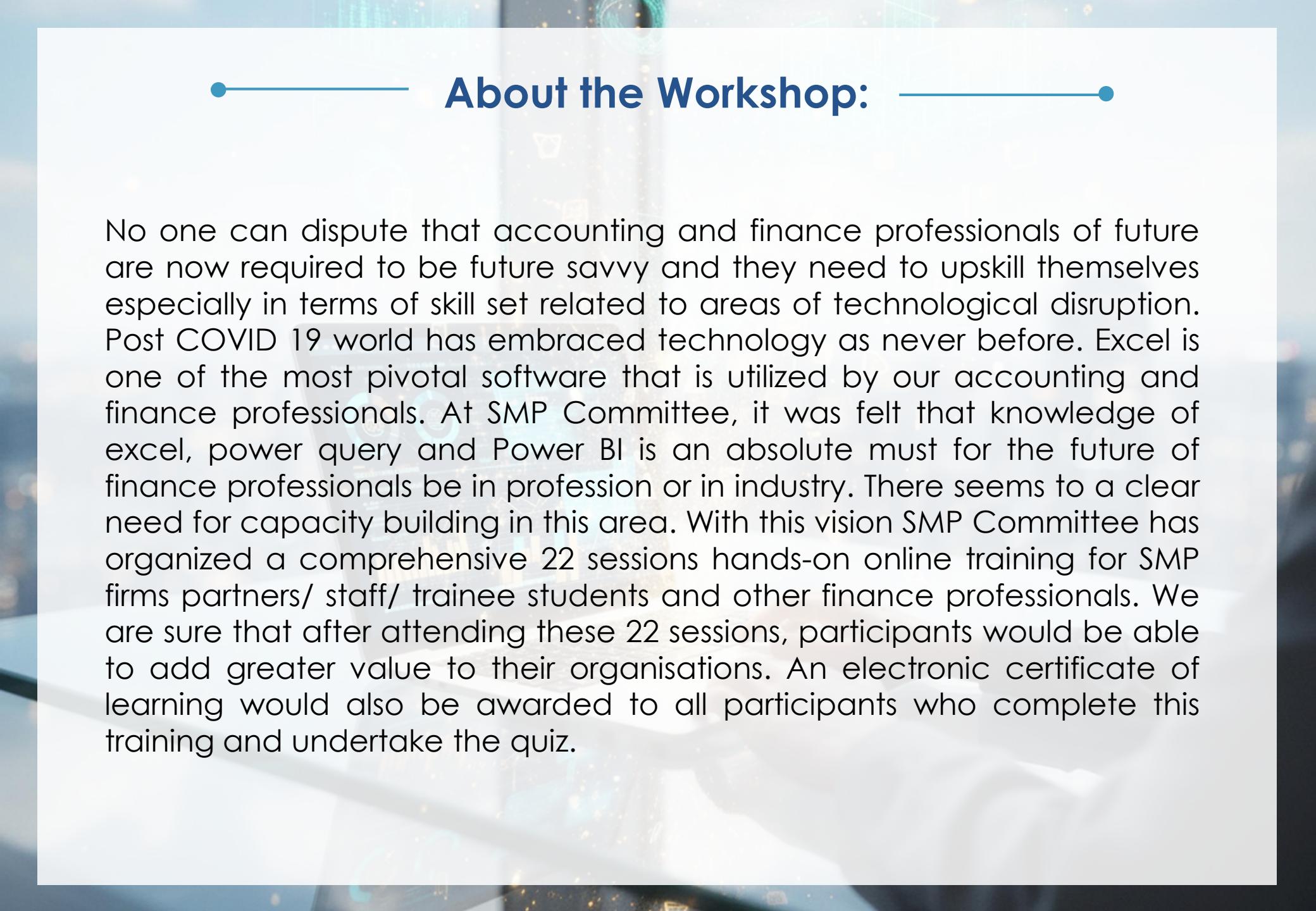https://member.icap.org.pk/online-registration-for-seminar-workshop/

Scan to Register

SMP Committee of ICAP

The SMP Committee of ICAP has taken many initiatives in last 3 years for capacity building of members in light with the strategy of the Council. These include the following:

1. SMP Audit Skills Enhancement Series – Training program on external audit conducted in 2022 and 2023 (Lahore, Islamabad, Karachi), 2024 (online), and 2025 (Islamabad).
2. Forensic Audit Investigations for SMP's (2 days workshop - Online)
3. Hands- on training workshop on RPA for SMP's and staff in Lahore, Islamabad and Faisalabad.
4. Data Alchemy – Online Hands-on Training Program (33 hours) for members, SMP firm partners, and trainee students, covering Advanced Excel, Power Query, and Power BI.
5. Audit Simulation Workshop – Four-day hands-on training on audit software, including the creation of a complete mock audit environment for a large company; conducted in Lahore and Islamabad.
6. Detailed Webinar on Audit Software – Online capacity-building session for members and trainee students.
7. Workshop on Preparation of Business Feasibility – Hands-on workshop.
8. Workshop on Taxation in Audit – Conducted in Lahore (in person) with virtual participation for members from neighboring cities; focused on the auditor's perspective on current and deferred taxation during audit engagements.
9. One-Day Boot camp on Sustainability Reporting – Practical training for students and members on IFRS S1 and S2 requirements, supported by real-time examples and application-based learning.
10. Two Workshops on IT Risk Assessment – Organized in coordination with ICAP's Digital Assurance & Accounting Board (DAAB), focusing on identification, evaluation, and mitigation of IT-related risks.

About the Workshop:

No one can dispute that accounting and finance professionals of future are now required to be future savvy and they need to upskill themselves especially in terms of skill set related to areas of technological disruption. Post COVID 19 world has embraced technology as never before. Excel is one of the most pivotal software that is utilized by our accounting and finance professionals. At SMP Committee, it was felt that knowledge of excel, power query and Power BI is an absolute must for the future of finance professionals be in profession or in industry. There seems to a clear need for capacity building in this area. With this vision SMP Committee has organized a comprehensive 22 sessions hands-on online training for SMP firms partners/ staff/ trainee students and other finance professionals. We are sure that after attending these 22 sessions, participants would be able to add greater value to their organisations. An electronic certificate of learning would also be awarded to all participants who complete this training and undertake the quiz.

Muhammad Hassan Saleem, Trainer

Mr. Muhammad Hassan Saleem is a qualified Chartered Accountant from ICAP. Currently serving as in a managerial role in Assurance and Business Advisory at A.F. Ferguson & Co., His journey also includes international secondments with PwC, which have fortified his skills in dealing with complex datasets. Additionally, he is also working as a Teaching Assistant for Advanced Auditing at Lahore University of Management Science (LUMS). Over the last three years, Hassan has conducted numerous training sessions on Advanced Excel, Power Query and Power BI for various corporate clients and 1,000+ individual students. With a strong grip over datasets, he brings a unique perspective to his training sessions, and participants can expect a comprehensive and practical approach to data analysis, backed by years of hands-on experience in dealing with diverse datasets.

Training Outlines:

Session 1
Gripping the basics

Session 2 & 3
Conditional Calculations (If, Nested Ifs, If Or, If And, If Not, Count Ifs, Sum Ifs)

Session 4
Match, Vlookup, Date, Text Functions

Session 5
Conditional Formatting, Fill in series and Data Functions

Session 6 & 7
Index Match (Basic to Advanced Application)

Session 8
Deep Dive into Pivot Tables

Session 9
Custom Formatting & Sum Product (Basic to Advanced)

Session 10
Financial Modeling Functions

Excel

Number of Sessions: 10

Session duration: 90 mins each

Financial Modeling Functions:

1. **Investment Appraisal Calculations**

2. **Interest Calculations**

3. **Instalment Plan Calculations**

4. **Forecasting**

5. **Data Tables for Sensitivity Analysis**

6. **Solver**

7. **Data validation**

Training Outlines:

Session 1 & 2
Gripping the Basics

Session 3
Data Transformations (Text, Numbers, Replacing Value, Removing Duplicates, Sorting)

Session 4
Filter, Column From Example, Conditional Column, Group By

Session 5
Pivot & Unpivot Columns, Date, Time, Duration, Split By Column & Rows

Session 6
Combining data from different sources & Merging Queries

Session 7
Importing Data from Website & Basics of Power Pivot

power query

Number of Sessions: 7

Session duration: 90 mins each

Training Outlines:

Session 1 & 2
Gripping the Basics

Session 3
Sync Slicer, Edit Interaction, Line Charts, Hierarchies, Drill Down

Session 4
Creating Groups & Artificial Intelligence in Power BI

Session 5
Custom Visuals, Customize Tooltips. Analytics Pane, Page Navigation

Power BI

Number of Sessions: 5

Session duration: 90 mins each

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For Further Information
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