Competency: **Digital (DQ)** *** Understand ACCA Seven Professional Quotients for success in modern business at http://future.accaglobal.com/**

To enhance members' knowledge and skills in contemporary application software, *ACCA Hong Kong* will be organising a series of IT training courses which will be delivered by experienced tutors of Infocan Training Limited. Details of the courses are as follows:
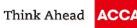
Microsoft Excel Formulas and Functions for Accounting & Financial Professionals (ACCA17B01)
KEY TOPICS

- **Date and Time Functions**
  - TODAY, NOW, DATE, TIME, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND
- **Database Functions**
  - DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DPRODUCT, DSUM
- **Information Functions**
  - COUNTBLANK, ISBLANK, ISERR, ISERROR, ISLOGICAL, ISNONTEXT, ISNUMBER, ISTEXT
- **Logical Functions**
  - IF, AND, OR, NOT, TRUE, FALSE
- **Lookup Functions**
  - HLOOKUP, VLOOKUP, LOOKUP, MATCH
- **Math and Trigonometry Functions**
  - ABS, COUNTIF, INT, MOD, RAND, PRODUCT

- SUMIF, SUMPRODUCT, ROUND, ROUNDUP, ROUNDDOWN
- **Statistical Functions**
  - AVERAGEA, COUNTA, MODE, MEDIAN
- **Text Functions**
  - EXACT, LEFT, RIGHT,MID, LEN, SUBSTITUTE, TEXT, VALUE, TRIM, UPPER, LOWER, PROPER, CONCATENATE, DOLLAR
- **Accounting Functions**
  - SLN, DDB, SYD, VDB
- **Financial Functions and Formulas**
  - PMT, IPMT, PPMT, PV, FV
  - Introduction to financial formulas
  - Uses of financial functions and formulas
- **Array Formulas**
  - Introduction to arrays
  - Uses of array formulas

PREREQUISITE: A working knowledge of using PCs in the Microsoft Windows environment is required, and a familiarity with the Microsoft Excel interface would also be an advantage

SOFTWARE VERSION: Office 2010   **COURSE DURATION:** 9 Hours (3 sessions – 3 hours per session)

Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals (ACCA17B02)
KEY TOPICS

- **Reference Functions**
  - INDIRECT, OFFSET, INDEX, MATCH
- **Information Functions**
  - CELL, ISNA
- **Database Functions Review and More**
  - DSUM, DAVERAGE, DCOUNT, DCOUNTA, DMAX, DMIN, DGET
  - Incorporate INDIRECT / OFFSET / DGET with other database and logical functions
- **Creating Framework for Data Manipulation from Multiple Sources**
  - Enhance the usage of advanced filter with formula criteria
  - Prevent inaccurate result by utilising sets of information function

- Summarise data by combining use of functions
- Combo formula technique
- Use functions to retrieve metadata for collaboration
- **Attractive Dashboard Presentation**
  - Visualise performance data by Dashboard
  - Meter indicator
  - Arrow indicator
  - Colour bar indicator
- **More Complicated Text Extraction with Functions**
  - FIND, SEARCH
- **Creating an Aging Report with Date Functions**
  - DATEDIF, NETWORKDAYS, DAYS360
- **Table Referencing Sample on Exchange Rate**
  - Get data from Internet through Web Query

PREREQUISITE: Attended the "Excel Formulas and Functions for Accounting and Financial Professionals" course

SOFTWARE VERSION: Office 2010   **COURSE DURATION:** 9 Hours (3 sessions – 3 hours per session)

Presenting Business Data using Microsoft Excel (ACCA17B03)

KEY TOPICS

- **Summarizing Data Effectively**
  - Chart handling mechanism
  - Chart components
  - Simple chart creation
  - Work with charts
- **Choose the Best Chart for Your Presentation**
  - Understand charting purpose
  - Choose from different chart types
  - Combine chart types
  - Create customized chart template
- **Capturing Attention to Data**
  - Create data series for charting
  - Add, delete, modify chart series
  - Series naming
  - Plotting order
  - Display partial data only
  - Source data from multiple worksheets
  - Handle missing data
  - Hidden data series
  - Convert data series
  - Multiple axis
- **Creating Vivid Charts with Charts Object**
  - Overview
  - Fills and Borders
  - Background and Titles
  - Series and Legend
  - Axes and Gridlines
  - Data Labels and Data Table
  - Eye-catching 3-D features
- **Forecasting with Trend Lines and Error Bars**
  - Understand trend lines
  - Linear trend lines
  - Non-linear trend lines
  - Move average trend lines
  - Show tolerance on error bar
  - Trend lines enhancement
- **Shaping Up Your Charts**
  - Auto shape
  - Smart arts
  - Word arts
  - Other graphic types
- **Distinctive Showcases of Conditional Formatting**
  - Key Performance Indicators (KPIs)
  - Signal on Strength and Weakness
  - Traffic Light
  - Arrow
- **Inserting Excel Charts into PowerPoint**
  - Embedded chart
  - Linked chart

PREREQUISITE: General knowledge of Windows and Excel 2010

SOFTWARE VERSION: Office 2010   **COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)

Developing Business Applications Using Microsoft Excel Macros and VBA (ACCA17B04)

KEY TOPICS

- **Introduction to Excel Macros**
  - What is a macro?
  - Record a macro
  - Run a macro
  - Relative references
  - Assign a macro to a button on a worksheet
  - Assign a macro to a button on the Quick Access Toolbar
- **Editing Excel Macros**
  - The Visual Basic editor
  - The project explorer
  - The code window
  - Procedures
  - Insert comments
  - Print Visual Basic module
- **Working with Objects**
  - Introduction to objects and collections
  - Control objects
  - Use the object browser
  - Use objects, properties and methods
- **The Range Object**
  - What is the range object?
  - The cells property
  - The range property
  - Flexible ranges
  - Range contents
- **Excel Workbooks and Worksheets**
  - Work with common worksheet tasks / workbook tasks
- **VBA Codes**
  - Usage of variables and different data types
  - User Interaction, MsgBox and InputBox
  - Conditions such as If…Then…Else
  - Logical Select Case
  - Looping such as Do Loop
- **Structure of Procedures**
  - Call procedures
  - Organise procedures
- **Controls, Dialogue Boxes and Forms**
  - Built-in dialogue boxes
  - Custom forms
  - Add form controls
  - Control and dialogue box events
  - Handle form controls
- **Debugging and Error Trapping**
  - Use debug window
  - Break mode
  - Instant watch
  - Stepping through code
  - Error handling

PREREQUISITE: A thorough working knowledge of Microsoft Excel is required. No knowledge of Visual Basic is needed

SOFTWARE VERSION: Office 2010   **COURSE DURATION:** 18 Hours (6 sessions – 3 hours per session)

Effective Use of Microsoft Excel 2013 for Business Analysis (ACCA17B05)
KEY TOPICS

- **Preprocess**
  - Clean Up Your Data With Text Functions
    - LEFT, RIGHT, MID
    - FIND, LEN
    - TRIM
    - UPPER, LOWER, PROPER
    - SUBSTITUTE
    - TEXT, VALUE
- **Filtering**
  - Use Advanced Filter To Screen Your Data
    - Understand Advanced Filter
    - Set Up Criteria Table
    - Set Complicated Criteria For Filtering
    - Use Formula To Help Filtering
- **Lookup and Reference**
  - Use VLOOKUP Formula To Reference Data
    - Understand The VLOOKUP Formula
    - VLOOKUP Reference Table Setting
    - Error Handling On VLOOKUP
    - Compensate VLOOKUP With Other Reference Functions
    - Fix Source Data With Converting Data Between Text And Number
- **Dynamic Data Range**
  - Introduce Table
    - Create And Use Table
    - Quick Summary Using Total Row
    - Remove Duplicate In Table
    - Notation In Table When Writing Formula
- **Data Validation**
  - Ensure Data Correctness By Validation
    - Different Type Of Data Validation
    - Create A Drop Down List For Entry
    - Provide An Input Message
    - Change Alert Type For Allowing Exception
- **Data Consolidation**
  - Summarize Similar Structured Data
    - Consolidation By Position
    - Consolidation By Category

- **PivotTable**
  - PivotTable Fundamentals
    - Introduce PivotTable
    - Understand How The PivotTable Summarize Data
  - Create A Basic PivotTable
    - Clean Up Your Data Before Creating PivotTable
    - Insert A PivotTable
    - Understand Different Area In A PivotTable
    - Add Fields Into PivotTable
    - Extract Data For Each Summarized Entry
  - Customize Fields In A PivotTable
    - Change Summarizing Method On Data Field
    - Change Number Format Of Data Field
    - Create Running Total Or Other Representation
  - Format Your PivotTable Report
    - Change The Layout Of The PivotTable
    - Apply Styles To The PivotTable
  - Control The Way You View Your Pivot Data
    - Hide And Show Grand Totals And Subtotals
    - Perform Sorting And Rearranging Field Orders
    - Apply Filter To Show Interested Items
    - Apply Slicer To Quickly Selected Items
    - Create New Grouping With Date And Numerical Fields
    - Manual Grouping Fields To Create Meaningful Analysis
  - Update Data In PivotTable
    - Modification In Data Source
    - Insertion Of New Data
  - Create And Use PivotChart
    - Create PivotChart
    - Format The PivotChart
    - Filter With PivotChart Filter Pane
- **Macro**
  - Record Macro For Daily Routine
    - Macro Recording
    - Run Macro

PREREQUISITE: Basic to intermediate knowledge of Excel.

SOFTWARE VERSION: Excel 2013	**COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)

Dashboard and Report by using Excel 2013 (ACCA17B06)
KEY TOPICS

- **Introduce Excel Dashboard and Report**
  - What are Dashboards and Reports?
  - Dashboard Design Principles at a Glance
- **Tabular Report Techniques**
  - Table Design Best Practices
  - Enhance Report with Custom Number and Conditional Formatting
  - Use Symbols to enhance report
  - Build dashboard with Camera tool
  - Introduce Sparkline
  - Customize Sparkline
- **Chart on the Dashboard**
  - Chart for Trending Techniques
  - Top and Bottom Ranking and Emphasizing
  - Relationship and Frequency Tracking Histograms
  - Variance or Performance Chart
  - Bullet Graphs
  - Dynamic Labels and Text Formulas
- **Data Model for Dashboard**
  - Build Data Model
  - Data Model Best Practices
  - Excel Functions for Data Model
  - Work with Excel Tables
  - Use Multiple Consolidation Ranges
  - Internal Data Model Overview
  - Integrate External Data
  - Power Query Overview
    - Edit Queries
    - Transform Dates

- Transpose Data Set
- **PivotTable Driven and PowerView Dashboards**
  - PivotTable Driven Dashboards Overview
  - Introduce PivotTable
  - Customize PivotTable
  - Filter Data on PivotTable
  - PowerView Dashboard Overview
  - Animate Data on Map
- **Automate Dashboard**
  - Incorporate New Data Automatically
  - Auto Refresh PivotTables
- **Interactive Controls**
  - Introduce Form Controls
  - Check Boxes for Toggling chart series on/off
  - List Boxes for controlling multiple charts
  - Option Buttons for showing views in on chart
  - Buttons
  - Combo Box for Changing chart data
  - Dynamic Named Range
  - Dynamic Ranges for Charts
  - Dynamic Unique List
  - Dynamic Date Filters
  - Rollover Technique
  - Scroll and Sort Table
- **Slicer Interactivity**
  - Introduce Slicers
  - Create Timeline Slicers
  - Slicers as Form Controls

PREREQUISITE: General knowledge of Windows and Excel.

SOFTWARE VERSION: Office 2013	**COURSE DURATION:** 9 Hours (3 sessions – 3 hours per session)

Microsoft PowerPoint 2013 - Expert (ACCA17B07)	
KEY TOPICS	

◆ **Things to Highlight on using Text**
  – Footnote and auto-update date
  – Embed fonts in your presentation
◆ **Inserting External Data**
  – Insert outline from Word
  – Insert chart for presenting numerical data from Excel
  – Import data from Excel, PivotTable and PivotChart report
◆ **Creating a Customized Template**
  – Work with slide master
  – Format multiple slide master
  – Create customized slide layout
  – Save as template
  – Create album
◆ **Developing Professional Presentation Slides**
  – Insert text based content
  – Use visual aids
  – Work with SmartArts diagrams
  – Understand different types of diagrams
  – Apply consistent themes and layouts
  – Insert Microsoft equation
◆ **Advanced Animations and Interactivities**
  – Create action buttons
  – Apply slide transitions
	– Advanced custom animations
	  – Motion path
	  – Trigger buttons
	◆ **Enriching Audience Experience with Multimedia**
	  – Bring your audience into the experience with Movie
	  – Smart use of sound clip
	  – Use the Flash movie
	◆ **Creating a Self-running Presentation**
	  – Rehearse and record slide timings
	  – Add narration
	  – Set up a presentation to run at a kiosk
	  – Set up e-Learning material using PowerPoint
	  – Create and present a custom show
	◆ **Delivering a Presentation**
	  – Write on slides during a presentation
	  – Print the presentations
	  – Create handouts for your audience
	  – Package for CD
	  – Reduction in PowerPoint file size
	  – Tips for good presentation
	◆ **Sample Showcase**
	  – High Impact graphic media rich presentation for Public Speaking

PREREQUISITE: General knowledge of Windows and PowerPoint.	
SOFTWARE VERSION: Office 2013 **COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)	

Big Data for Accountants (ACCA17B08)	
KEY TOPICS	

◆ **Management Reporting using Big Data Visualization Tools**
  – Art of visualizing financial data using Tableau
  – Visualizing ratio analysis with SQL in the Spark platform
  – Visualizing financial dataset using open source platform (i.e. Plotly)
◆ **Introduction to Big Data Business Usage**
  – Big Data introduction
  – Roles in Big Data Team
  – Big Data competitions
	◆ **Forecasting using Big Data for Budgeting**
	  – Forecasting sales using Big Data
	  – Machine learning models for making predictions and classifications
	  – State-of-art machine learning model
	◆ **Hot Topics in Big Data**
	  – Building word cloud for text summarizing
	  – Document classification using text mining
	  – Product classification using text mining
	  – Big data trends : AI for speech recognition and self-driving cars

PREREQUISITE: General knowledge of Windows and Excel.	
SOFTWARE VERSION: Office 2013 **COURSE DURATION:** 12 Hours (4 sessions – 3 hours per session)	

Analyzing and Visualizing Big Data with Excel (ACCA17B09)	
KEY TOPICS	

◆ **Introducing Excel Big Data**
  – Big data concepts and their application in business
◆ **Excel Data Model Essentials**
  – Perform data analysis in Excel using pivot charts and slicer on given data worksheet
  – Explore an Excel data model, its content, and its structure
◆ **Use Power Query**
  – Introduce get and transform the new Power Query
  – Use the Query Editor to group or Combine
  – Use Google Sheets as your source data
  – Connecting to and using data from Facebook
  – SQL Server data connections
  – Get and transform multiple files in folder
	◆ **Visualizing and Presenting Data Analytic result**
	  – Create advanced DAX
	  – Use advanced text query to import data from a formatted Excel report
	  – Explore ways to create stunning visualizations in Excel
	  – Publish Excel data model and report to Power BI

PREREQUISITE: General knowledge of Windows and Excel.	
SOFTWARE VERSION: Office 2013 **COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)	

Analyzing Data with Power BI (Course Code: ACCA17B10)
*** Include a Digital Microsoft Official Courseware, valued at $1,000

KEY TOPICS

- **Introduction to Self-Service BI Solutions**
  − Introduction to business intelligence
  − Introduction to data analysis
  − Introduction to data visualization
  − Overview of self-service BI
  − Considerations of self-service BI
  − Microsoft tools for self-service BI
- **Introducing Power BI**
  − Power BI
  − The Power BI service
  − Power BI mobile apps
- **Power BI Data**
  − Using Excel as a Power BI data source
  − Using databases as a Power BI data source
  − The Power BI service
- **Shaping and Combining Data**
  − Power BI desktop queries
  − Shaping data
  − Combining data
- **Modelling Data**
  − Relationships
  − DAX queries
  − Calculations and measures
- **Interactive Data Visualizations**
  − Creating Power BI reports
  − Managing a Power BI solution

PREREQUISITE: General knowledge of Windows and Excel.

SOFTWARE VERSION: Office 2013   **COURSE DURATION:** 12 Hours (4 sessions – 3 hours per session)

Introduction to Photoshop CS6 (Course Code: ACCA17B11)

KEY TOPICS

- **Introduction to Self-Service BI Solutions**
  − Introduction to business intelligence
  − Introduction to data analysis
  − Introduction to data visualization
  − Overview of self-service BI
  − Considerations of self-service BI
  − Microsoft tools for self-service BI

- **Starting to Work in Photoshop**
  − Use the Tools
  − Use the Tool Bar and Palettes
  − Hide windows and toolboxes
- **Essential Concepts**
  − Colour Modes: HSB, RGB, CMYK
  − Vector and raster images
  − File saving preferences
  − Printing preferences
- **Photo Corrections**
  − Strategy for retouching
  − Resolution and image size
  − Make automatic adjustments
  − Manually adjust the tonal range
- **Images Manipulation**
  − Float or de-float an image
  − Rotate a selection
  − Effects menu
- **Selecting and Filling Colour**
  − Use picker palette
  − Colour gamut
  − Use eyedropper
- **Using Layer**
  − Understand layers
  − Create, delete and rearrange layers
  − Edit, hide, activate a layer
  − Link layers
- **Printing**
  − Viewing the print preview
  − Producing print

PREREQUISITE: General knowledge of Windows.

SOFTWARE VERSION: Photoshop CS6   **COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)

Advanced Photoshop CS6 (Course Code: ACCA17B12)

KEY TOPICS

- **Advanced Layers**
  − Manipulate Colour Pixels Underneath with Blending Options
  − Add Drop Shadow and Border with Layer Styles
  − Apply Layer Mask to Pixels
  − Mask Layers with Clipping Masks
  − Use Layer Comps to Create Different Views
- **Useful Adjustment Layers**
  − Image Adjustmentand Adjustment Layers
  − Brightness/Contrast
  − Hue/Saturation
  − LevelAdjustment
  − CurveAdjustment
  − Other Adjustment Layers
- **Pen Tools And Paths**
  − Draw Straight Line Segments with Pen Tool
  − Draw Curves with Pen Tool
  − Edit Paths
  − Convert Between Paths and Selection Borders
  − Manage Paths
  − Use Text Toolswith Paths
- **Advanced Compositing**
  − Place And Align Images PreciselywithGuidesand Alignment Options
  − Use Vanishing Point Filterto Add Perspective Information
  − Reshape Specific Area with Puppet Warp
  − Produce Panorama with Photomerge
  − Create Actions to Automate Tasks

PREREQUISITE: General knowledge of Windows and Photoshop.

SOFTWARE VERSION: Photoshop CS6   **COURSE DURATION:** 6 Hours (2 sessions – 3 hours per session)

Using Acrobat X Pro (Course Code: ACCA17B13)
KEY TOPICS

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◆ **Introduction to Adobe Acrobat**
 − What is PDF
 − Acrobat Environment
◆ **Viewing and Navigation in Adobe Acrobat Professional**
 − Navigate PDF Documents
 − Zoom
◆ **Searching PDF Files**
 − Use the Find Toolbar
 − Use the Search Pane
◆ **Converting to PDF from Adobe Acrobat**
 − Convert Native Documents to PDF
 − Create PDFs from Files
 − Work with Files Attachment

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◆ **Saving and Versioning Files**
 − Save PDF Files
 − Export PDF to other file format
 − Reduce File size
◆ **Editing Text**
 − Use the TouchUp Text Tool
 − Set Text Editing Preferences
 − Use the Select Tool
◆ **Editing Pages**
 − Work with Thumbnails
 − Organize Pages
 − Modify Pages
 − Page Numbering

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PREREQUISITE: General knowledge of Windows.

SOFTWARE VERSION: Acrobat X Pro   **COURSE DURATION:** 3 Hours (1 session – 3 hours per session)

ACCA IT Training Course Schedule (Jul to Aug 2017)

Course	Course Code	Date(s)	Time	Fee (HK$) [1]	CPD Units
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals	ACCA17B01	7,9,10 Aug	18.30 – 21.30	1,000 (M)/ 1,400 (AE)/ 1,700 (N)	9
Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals	ACCA17B02	29 Jul, (5) Aug	09.30 – 16.30 (09.30 – 12.30)	1,200 (M)/ 1,600 (AE)/ 2,000 (N)	9
Presenting Business Data using Microsoft Excel	ACCA17B03	26 Aug	09.30 – 16.30	900 (M)/ 1,200 (AE)/ 1,500 (N)	6
Developing Business Applications using Microsoft Excel Macros and VBA	ACCA17B04	29 Jul, 5, 12 Aug	09.30 – 16.30	2,600 (M)/ 3,300 (AE)/ 4,000 (N)	18
Effective use of Microsoft Excel 2013 for Business Analysis	ACCA17B05	12 Aug	09.30 – 16.30	1,000 (M)/ 1,400 (AE)/ 1,700 (N)	6
Dashboard and Report by using Excel 2013	ACCA17B06	(5) ,19 Aug	(13.30 – 16.30) 09.30 – 16.30	1,600 (M)/ 2,100 (AE)/ 2,600 (N)	9
Microsoft PowerPoint - Expert	ACCA17B07	5 Aug	09.30 – 16.30	1,000 (M)/ 1,400 (AE)/ 1,700 (N)	6
Big Data for Accountants	ACCA17B08	5, 12 Aug	09.30 – 16.30	2,600 (M)/ 3,300 (AE)/ 4,000 (N)	12
Analyzing and Visualizing Big Data with Excel	ACCA17B09	21, 22 Aug	18.30 – 21.30	2,200 (M)/ 3,100 (AE)/ 4,000 (N)	6
Analyzing Data with Power BI [New Course]	ACCA17B10	19, 26 Aug	09.30 – 16.30	3,200 (M)/ 4,600 (AE)/ 6,000 (N)	12
Introduction to Photoshop CS6	ACCA17B11	12 Aug	09.30 – 16.30	1,000 (M)/ 1,400 (AE)/ 1,700 (N)	6
Advanced Photoshop CS6	ACCA17B12	19 Aug	09.30 – 16.30	1,000 (M)/ 1,400 (AE)/ 1,700 (N)	6
Using Acrobat X Pro	ACCA17B13	29 Jul	09.30 – 12.30	700 (M)/ 900 (AE)/ 1,100 (N)	3

Venue: INFOCAN Centre, 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon.
[1] M – Fee for Member/ Affiliate   AE – Fee for Staff of Approved Employer   N – Fee for Non-member
Language: Cantonese (supplemented with English terminology), unless otherwise specified.
Deadline: 21 July, 2017

*   Participants will be awarded certificates of attendance/ CPD certificates if their attendance reaches 75% or above.

Please note that **NO RE-RUN CLASSES** will be arranged for this series of IT training courses and reservation is on a **FIRST-COME-FIRST-SERVED** basis. The next round of the series is tentatively scheduled to be held from Oct to Nov 2017. Please watch out for future member circular for details.

IT Training Course (Jul-Aug 2017) - Enrolment Form
To: Infocan   Fax: 2882 2707 (for enrolments only)
Address: 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon.

INFOCAN Think Ahead **ACCA**
www.infocan.net

Participant's Particulars *(Please use ENGLISH BLOCK letters to complete the form)*			
Name of Participant	Mr / Ms	Membership No. (if any)	
Company		Position	
Telephone		Fax	
Mobile (mandatory)		Email (mandatory)	
Address			

Personal enrolment status can be checked at https://app.infocan.net/acca/status 7 working days after the submission of your application form. Each enrolee will be notified of login ID and password via EMAIL. **Enrolment deadline: 21 July, 2017.**

Course Name [Course Fee]	Schedule	Total (in HK$)	Bank & Cheque No.[1]
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals (Course Code: **ACCA17B01**) [HK$1,000 (M)/ HK$1,400 (AE)/ HK$1,700 (N)]	7,9,10 Aug		
Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals (Course Code: **ACCA17B02**) [HK$1,200 (M)/ HK$1,600 (AE)/ HK$2,000 (N)]	29 Jul, 5 Aug		
Presenting Business Data using Microsoft Excel (Course Code: **ACCA17B03**) [HK$900 (M)/ HK$1,200 (AE)/ HK$1,500 (N)]	26 Aug		
Developing Business Applications using Microsoft Excel Macros and VBA (Course Code: **ACCA17B04**) [HK$2,600 (M)/ HK$3,300 (AE)/ HK$4,000 (N)]	29 Jul, 5, 12 Aug		
Effective use of Microsoft Excel 2013 for Business Analysis (Course Code: **ACCA17B05**) [HK$1,000 (M)/ HK$1,400 (AE)/ HK$1,700 (N)]	12 Aug		
Dashboard and Report by using Excel 2013 (Course Code: **ACCA17B06**) [HK$1,600 (M)/ HK$2,100 (AE)/ HK$2,600 (N)]	5, 19 Aug		
Microsoft PowerPoint - Expert (Course Code: **ACCA17B07**) [HK$1,000 (M)/ HK$1,400 (AE)/ HK$1,700 (N)]	5 Aug		
Big Data for Accountants (Course Code: **ACCA17B08**) [HK$2,600 (M)/ HK$3,300 (AE)/ HK$4,000 (N)]	5, 12 Aug		
Analyzing and Visualizing Big Data with Excel (Course Code: **ACCB17A09**) [HK$2,200 (M)/ HK$3,100 (AE)/ HK$4,000 (N)]	21, 22 Aug		
Analyzing Data with Power BI (Course Code: **ACCA17B10**) [HK$3,200 (M)/ HK$4,600 (AE)/ HK$6,000 (N)]	19, 26 Aug		
Introduction to Photoshop CS6 (Course Code: **ACCA17B11**) [HK$1,000 (M)/ HK$1,400 (AE)/ HK$1,700 (N)]	12 Aug		
Advanced Photoshop CS6 (Course Code: **ACCA17B12**) [HK$1,000 (M)/ HK$1,400 (AE)/ HK$1,700 (N)]	19 Aug		
Using Acrobat X Pro (Course Code: **ACCA17B13**) [HK$700 (M)/ HK$900 (AE)/ HK$1,100 (N)]	29 Jul		
	Grand Total:		

Payment Method

1. **Credit card**: Online enrollment for payments by credit cards is available at https://app.infocan.net/acca. Only VISA, MASTERCARD and AMERICAN EXPRESS will be accepted.
2. **Cheque**: A separate cheque is required for each course title. Cheque(s) MUST be attached to the completed enrolment form. The cheque should be made payable to "**Infocan Training Limited**" and sent to the Infocan Office on 8/F, Yen Sheng Centre, 64 Hoi Yuen Road, Kwun Tong, Kowloon. Otherwise Infocan reserves the right to reject the enrolment.

IMPORTANT NOTES

1. Please take a moment and check the accuracy of all the information you provided. Infocan will issue the receipt and certificate for you based on the information. After your receipt and certificate are issued, an administration fee of HK$50 shall be charged for each request for change.
2. *ACCA Hong Kong or* Infocan reserve the right to cancel or make any changes to the courses. No refund will be made unless the course is cancelled due to insufficient participants.
3. The event may be cancelled/re-scheduled when typhoon no. 8 or black rainstorm warning is hoisted. Enrolees will be notified for the schedule of the make-up class. No refund will be made if the participants cannot join the make-up class. Please refer to Infocan website at http://www.infocan.net/acca/weather for detailed arrangements.
4. **Once the enrolment form is submitted, the enrolee will then be assigned a class per course based on his/her own choices. No cancellation or change of course/class/schedule is accepted. No other arrangements (e.g. make-up session, etc.) may be offered.**
5. To facilitate the orderly allocation of enrolments via fax and mail, valid applications will be processed on a first-come-first-served basis for enrolments through each individual means. Infocan reserves the absolute right to make adjustments to the allocation of enrolments between different application channels in response to prevailing application status. In case the event is over-subscribed, the priority of enrolments will be given in the following order: ACCA Members, Affiliates, Staff of Approved Employers and Non-members.
6. Members must fill in their membership number for verification of their status. **Enrolment forms with incomplete information will not be accepted.**
7. Each enrolee will be notified **via EMAIL** of the result of their application for enrolment about one week prior to the course commencing. In case you cannot provide your email, the notification will be sent by fax. If you do not receive any notifications regarding the enrolment status, please contact Infocan. You can check the progress of your application online at https://app.infocan.net/acca/status after receiving your login ID and password. All unsuccessful application forms will be shredded after the event unless those which are paid by cheque will be returned to the enrolees.
8. Personal data held by ACCA related to you will be kept confidential but they may be transferred to a third party providing services to ACCA in relation to the organisation of these courses.
9. Any personal data provided in this form will only be used for the purpose of carrying out the above-mentioned courses. You are required to supply the data in order to process your enrolment. You have rights of access and correction with respect to your personal data. If you wish to exercise these rights with respect to your personal data held by us, please contact Infocan.

Please fill in your name and address:
Name: _____
Address: _____

INFOCAN Inquiry Hotline:
Ms Rosanna Shek - 2882 2456

For Office Use Only:
Status: M / A / AE / NM
Authorisation Code: _____
Handled By: _____
Reference No.: _____

Learning Paths

In order to assist you to choose the Excel courses in an appropriate progress, the following learning paths are recommended for your reference. The courses which are not listed in the following learning paths are independent courses, you can choose regardless of any sequence.

					Developing Business Applications Using Microsoft Excel Macros and VBA (Course Code: ACCA17B04) ↑
					Microsoft Excel Advanced Formulas and Functions for Accounting and Financial Professionals (Course Code: ACCA17B02) ↑
Analyzing Data with Power BI (Course Code: ACCA17B10) ↑	Analyzing and Visualizing Big Data with Excel (Course Code: ACCA17B09) ↑	Dashboard and Report by using Excel 2013 (Course Code: ACCA17B06) ↑	Effective use of Microsoft Excel 2013 for Business Analysis (Course Code: ACCA17B05) ↑	Presenting Business Data using Microsoft Excel (Course Code: ACCA17B03) ↑	Microsoft Excel Formulas and Functions for Accounting and Financial Professionals (Course Code: ACCA17B01) ↑

General knowledge of Microsoft Excel