JUNE
26-27
DORSETT GRAND **SUBANG**

2-DAY INTENSIVE COURSE ON

EXCEL
INTERMEDIATE
& ADVANCE

HIGHLIGHTS

- Module 1 : Excel Customisation
- Module 2: Introductions To Formulas & Functions
- Module 3: Managing Large Worksheet & Workbooks
- Module 4: Dynamic Data Range With Table
- Module 5: Functions & Formulas
- Module 6: Data Visualisation With Charts
- Module 7: Other Data Visualisation Features
- Module 8: Consolidate And Manage Data
- Module 9: Advance Filter & Data Outlining
- Module 10: Advance Functions
- Module 11: Pivot Tables & Pivot Charts
- Module 12: Auditing And Protecting Worksheet/Workbook

LAPTOP REQUIRED • LAPTOP REQUIRED • LAPTOP REQUIRED • LAPTOP REQUIRED • LAPTOP REQUIRED •

HRDCORP CLAIMABLE • HRDCORP CLAIMABLE • HRDCORP CLAIMABLE • HRDCORP CLAIMABLE
HRD CORP
CLAIMABLE

REGISTERED
HRD CORP
TRAINING PROVIDER

TrainMode
ACCELERATING BUSINESS PERFORMANCE
with the right learning experience, bridging present and future organizational needs.

INTRODUCTION

This training class is for Excel users who want to build upon their basic skills. Participants who are required to prepare spreadsheet with formulas and subsequently generate variety of reports are the encouraged to attend this training.

Various techniques such as working with table, mathematical and statistical functions and large workbook management. The participant will also explore how to create and manage charts & conditional formatting functions.

To further expand on their intermediate understanding, participants will use advanced techniques necessary to generate report using pivot tables, Advance Functions, audit and analyze worksheet data, utilize data tools, and create and manage macros. You are in control of how you prepare for a crisis, but you are not in control of the possibilities and circumstances.

METHODOLOGY

This training is Instructor Led Training – interactive lectures which includes discussions and practical exercises

WHO SHOULD ATTEND

Personnel who use Microsoft Excel to analyse and prepare management reports, especially Administrative, Operational and Middle Management Staff. To ensure success, each student is expected to have basic skills with Microsoft Excel.

TRAINER'S PROFILE
THERESA MORGIS
Microsoft Application Trainer

Theresa Morgis is certified Microsoft Trainer and a certified HRDF trainer. She has more than 20 years of training experience in Microsoft products.

Theresa is well versed in Microsoft Application products: MS Excel, Word, and PowerPoint (Basic to Advance Level).

Her years of experience in this field has also encouraged her to develop and customize her own training materials and she occasionally customise specific course manuals upon requests.

Theresa has conducted training for CEO's, vice presidents, directors, accountants, managers, secretaries, production operators and clerical staffs.

Her Clients include Shell Malaysia, ASTRO, Bolton Bhd, SMBC Bank, Pos Malaysia, TNB, Petronas, Honda, Ingram Micro, Maybank Bhd, Bank Simpanan Nasional, Telekom Malaysia, Nippon Oil, RHB Bank, Public Bank Bhd, CIMB, Hilton Hotel, Touch N Go, PLUS, Ansat Broadcast, Sunway University, Monash University, UNITAR, Ambank, Zuellig Pharma, HERO and more.

TrainMode

ACCELERATING BUSINESS PERFORMANCE
with the right learning experience, bridging present and future organizational needs.

DAY 1

0900 **MODULE 1 : EXCEL CUSTOMISATION**
- AutoFill
- Custom Lists
- Using the Fill Command
- Flash Fill

MODULE 2: INTRODUCTIONS TO FORMULAS & FUNCTIONS
- Understanding cell Reference (Relative, Absolute & Mixed References)
- Sum & Average, Max & Min & Count & Counts Functions

1030 Morning Coffee

1045 **MODULE 3: MANAGING LARGE WORKSHEET & WORKBOOKS**
- Using Multiple Windows
- Freeze Panes
- Custom Views
- Format Worksheet Tabs
- Manage Worksheets in a Workbook
- Grouping and Ungrouping Worksheets

1300 Lunch

1400 **MODULE 4: DYNAMIC DATA RANGE WITH TABLE**
- Create and Modify Table
- Auto Filter
- Sorting Data

MODULE 5: FUNCTIONS & FORMULAS
- Sumif, Sumifs
- Averageif, Averageif
- Countif & Countifs
- Maxifs & minifs (Office 365 only)
- Dynamic Dates and Times

1530 Afternoon Tea

1545 **MODULE 6: DATA VISUALISATION WITH CHARTS**
- Create a Chart
- Dynamic Table vs Range Data Charts
- Modifying Chart elements
- Understanding Dual Axis Chart

1700 End of Day 1

DAY 2

0900 **MODULE 7: OTHER DATA VISUALISATION FEATURES**
- Quick Analysis
- Conditional Formatting
- Data Validation

MODULE 8: CONSOLIDATE AND MANAGE DATA
- Consolidate Data
- Creating A 3-D Formula
- Manage Duplicates

1030 Morning Coffee

1045 **MODULE 9: ADVANCE FILTER & DATA OUTLINING**
- Advance Filter
- Outlining Data
- Grouping Data
- Creating Subtotal

1300 Lunch

1400 **MODULE 10: ADVANCE FUNCTIONS**
- Logical Functions
- Nested If Function
- Ifs (2019 and above)
- Vlookup & Hlookup Function
- XLookup (2019 and above)

1530 Afternoon Tea

1545 **MODULE 11: PIVOT TABLES & PIVOT CHARTS**
- Create a Pivot Table
- Modify Pivot Table Fields
- Slicers & Timeline
- Pivot Chart

MODULE 12: AUDITING AND PROTECTING WORKSHEET/WORKBOOK
- Tracing Formulas and Errors
- Error Checking
- Protecting Files and Worksheets

1700 End of Course

TrainM**ode**

ACCELERATING BUSINESS PERFORMANCE
with the right learning experience, bridging present and future organizational needs.

Excel Intermediate & Advance

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001271208

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS | MEMBER OF HRD CORP? ☐ YES ☐ NO

COMPANY SIZE | ☐ 1-29 ☐ 30-69 ☐ 70-99 ☐ 100-149 ☐ 150-199 ☐ 200+

CONTACT PERSON

TEL | MOBILE | EMAIL

APPROVING MANAGER NAME

TEL | MOBILE | EMAIL

DELEGATE 1 FULL NAME | POSITION

TEL | MOBILE | EMAIL

DELEGATE 2 FULL NAME | POSITION

TEL | MOBILE | EMAIL

DELEGATE 3 FULL NAME | POSITION

TEL | MOBILE | EMAIL

DELEGATE 4 FULL NAME | POSITION

TEL | MOBILE | EMAIL

DELEGATE 5 FULL NAME | POSITION

TEL | MOBILE | EMAIL

COURSE FEES

The fee per person is RM1695.

The full fee is required with your registration. The fee includes luncheon, coffee / tea breaks, course manual, and certificate of completion.

2 persons registered are entitled to a 10% discount.

TERMS & CONDITIONS

1. **Registration & Fees Policy.**
   Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.
2. **Cancellation Policy**
   Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.
3. **Disclaimer & Program Changes Policy**
   Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name
TRAINMODE SDN BHD

Account number
14100015214

Bank Name
Hong Leong Bank Berhad

CONTACT US
Trainmode Sdn Bhd
201701021574 (1235740-T)

+6012 2011 247
yvonne@trainmode.com.my

OUR LOCATIONS

SELANGOR
25 Jalan Utama 2/18,
Taman Perindustrian Puchong
Utama, 47100 Puchong, Selangor

PENANG
10 Lorong Industri Impian Indah 1,
Taman Industri Impian Indah,
14000 Bukit Mertajam, Penang

TrainMode

ACCELERATING BUSINESS PERFORMANCE
with the right learning experience, bridging present and future organizational needs.