Microsoft Excel

Microsoft Excel Basic-Advanced Training

Category:	Microsoft Office Training
Course Duration:	2 Days
Course Level:	Basic- Advanced

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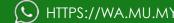
HRDF MALAYSIA CLAIMABLE

KEMENTERIAN KEWANGAN MALAYSIA

Course Introduction

Learn the advanced features and functions in Microsoft Excel to automate your daily routines. Many of us are still doing routine data and repeating tasks. Some people assume they already knew how to use Excel to the full extent. Our training repeatedly proven to be the best effective award winning Excel Training in Malaysia.

Learn from the Experts on how to use advance features of Microsoft Excel 2019/2016/365.

Course Objective

- Learn to use basic functions in Excel
- Linking, exporting and consolidating data and working with external data (option)
- Data entry and build complex models with Lookup functions
- Analyse data with simple PivotTables and PivotCharts
- Create and modify Macros
- Create Dashboards, Buttons

Target Groups

This course is suitable for:-

- Private Company Staffs, Managers, Directors
- Government Staffs, Government Officers
- Students
- Jobseekers
- IT (Information Technology) professionals

Pre-Requisites

In order to attend this training, you need to know:-

- Basic computer features and file explorer
- Browse My Documents
- Save a file and retrieve it from your computer

Course Contents

UNIT 1: Advanced Data Entry
Learn advanced data entry and common mistakes in Excel including Data Modelling

UNIT 2: Conditional Formatting

Conditional Formatting to identify data and visualize data

UNIT 3: Formulas In-depth & Own Functions

Learn various ways to write formula and advanced features in Excel. Create your own Excel functions.

UNIT 4: Lookups

Learn various type of lookups, match and indexing in Excel

UNIT 5: PivotTable and Data Relationship

Create complex reports within few minutes using Pivottables and Pivotcharts. Learn how to create data relationship in Excel and queries.

UNIT 6: Scenario Manager, Macro, Record and Play

Create and using scenarios, record repeated task with Macro, add new button

UNIT 7: Creating Dashboards

Create your own dashboards and custom navigations in Excel.

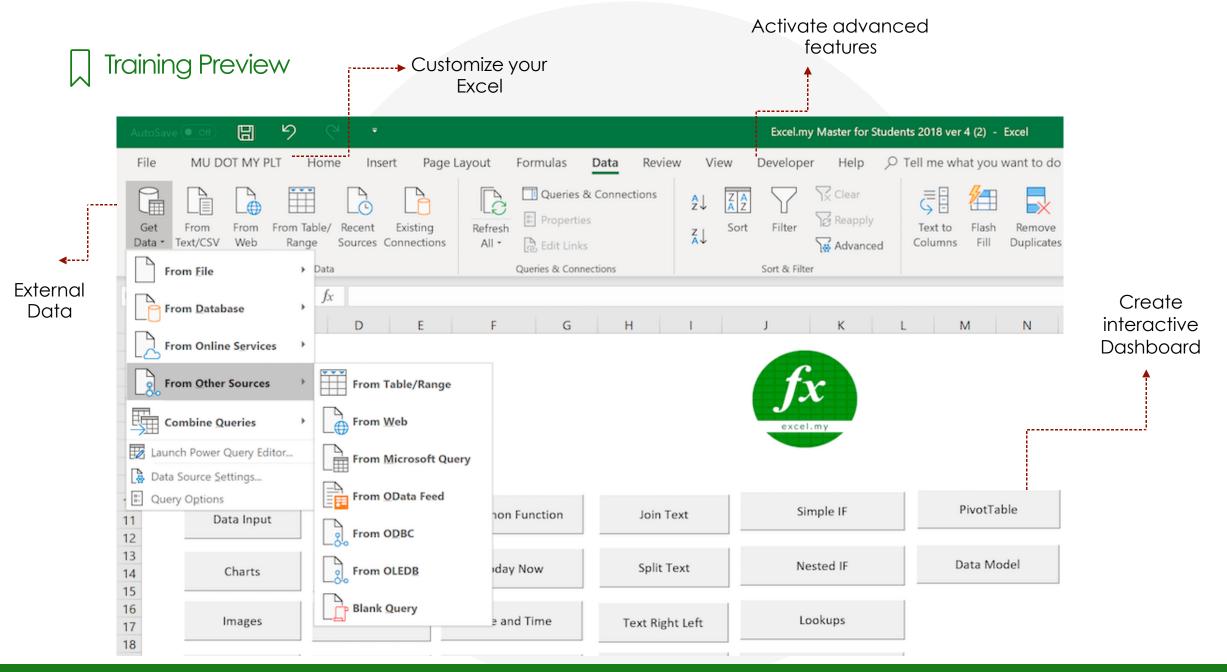**UNIT 8: Excel Advance Revision**

Overview

Training Schedule

Day/ Time	Day 1	Day 2
8:30 – 9:00 a.m.	Registration & Breakfast	
9:00 – 10:30 a.m.	**UNIT 1: Advanced Data Entry**	**UNIT 5: PivotTable and Data Relationship**
10:30 – 10:45 a.m.	Break	
10:45 a.m. – 12:30 p.m.	**UNIT 2: Data Entry**	**UNIT 6: Scenario Manager, Macro, Record and Play**
12:30 – 2:00 p.m.	Break & Lunch	
2:00 – 3:30 p.m.	**UNIT 3: Formulas In depths & Functions**	**UNIT 7: Creating Dashboards**
3:30 - 3.45 p.m.	Break	
3.45 - 5:00 p.m.	**UNIT 4: Lookups**	**UNIT 8: Excel Advance Revision**

Training Preview

Activate advanced features

Customize your Excel

External Data

Create interactive Dashboard

Training Package

In-house Training

The training will be conducted at your office, anywhere, anytime

○ Pay per day

○ Unlimited participants (recommend below 40 pax).

○ Training kit and learning tools will be provided

○ Complete step by step latest guidebook

○ Support after training for 3 months

○ Participation certificate is provided

Public Training

○ Pay per pax

○ Conducted at MU DOT MY.

For more information about Public Training schedule,

Check out this link: https://

www.mu.my/en/calendar/

How to Register

Online Registration & Online Payment:

○ https://www.mu.my

○ LO Online

○ ePerolehan: 357-0224-0271

○ Email: hello@mu.my

○ WhatsApp: +6 017 2008 017 / http://wa.mu.my

○ Telephone: +6 03 8011 6639

Payment Method

○ LO Online

○ ePerolehan

○ Cheque

○ Cash

○ IBG / Online Banking

○ Credit Card