2 DAYS MICROSOFT EXCEL TRAINING

COURSE INFORMATION

COURSE TITLE : 2 DAYS MICROSOFT EXCEL TRAINING
COURSE DURATION : 2 DAYS
COURSE LEVEL : BASIC TO ADVANCED
APPLICATION NAME : EXCEL 2013/2016

COURSE INTRODUCTION

Learn the expert features and functions in Microsoft Excel 2013/2016, alongside our expert author, to help you get you beyond the basics and have advanced-level proficiency within the Excel 2013/2016 suite.

Whilst in this course we'll cover the basics of Excel, including SUM, MIN, MAX and other conditional statements, we'll quickly move onto more advanced-level topics including:

- IF statements
- VLOOKUP and HLOOKUP
- Spark lines
- Pivot Tables and Charts
- Macro Operations

By the completion of this Microsoft Excel Advanced Training, you will be comfortable with many of the advanced features and functions that this powerful spreadsheet software from Microsoft has to offer.

With the ability to handle advanced tasks in Excel, you'll be able to get more power out of your worksheets and be able to dramatically shorten your task times and increase your efficiency in the process.

COURSE OBJECTIVES

After completing this training, you should be able to understand:

- Build complex calculations with advanced functions
- Link, export and consolidate data
- Limit data entry and build complex models with Lookup functions
- Analyze data with simple Pivot Tables and Pivot Charts
- Create and modify Macros

TARGET GROUP

This course is suitable for: -

- Private Company Staffs, Managers, Directors
- Government Staffs, Government Officers
- Students
- Jobseekers
- And for anyone who work with computers

KEY TAKE AWAYS

At the end of this course, participants will be able to:

- Calculate with advanced functions & formulas
- Organize worksheet and table data using multiple techniques
- Create and modify charts & graphs
- Analyze data using Pivot Tables and Pivot Charts
- Insert graphic objects
- Explore dynamic formulas with IF statements, VLOOKUP, INDEX functions and many more
- Automating your day to day tasks through Macros
- Customize and enhance workbooks and the Microsoft® Office Excel® 2013/2016 environment

Excel can recommend the charts and graphs that best illustrate your data patterns

COURSE CONTENT

Course Content - Day 1 (Basic)

Lesson 1: Introduction
Topic A: Using the menus
Topic B :Versions

Lesson 2: Data Entry
Topic A: Formula Bar
Topic B: Working with dates and times
Topic C: Format Cells/ Data Formatting
Topic D: Flash Fill Series

Lesson 3: Creating formulas
Topic A: AutoSum/Average
Topic B: Days Formula
Topic C: Formula Wizard
Topic D: Audit Formulas (Trace precedent/dependent)

Lesson 4: Formatting
Topic A: Inserting shapes, arrows, and other graphics
Topic B: Adding and deleting rows and columns
Topic C: Hiding data
Topic D: Moving, copying, and pasting
Topic E: Sorting and filtering data
Topic F: Conditional Formatting / Data Bars / Data Icon Sets

Lesson 5: Inserts
Topic A: Clipping Screens
Topic B: Images/ Shapes
Topic C: Recommended Charts
Topic D: Linking Charts in Powerpoint
Topic E: Advanced Charts / Combo Charts

Lesson 6: Print
Topic A: Print Area
Topic B: Repeat Titles on print
Topic C: Page Layout / Page Break

Lesson 7: Security
Topic A: Allow people to edit selected cells only (Creating Forms)
Topic B: Protecting Worksheet & Workbook (Read Only)
Topic C: Workbook Encryption (Password to open)

Course Content - Day 2 (Advanced)

Lesson 1: Formulas in Depth
Topic A: IF Function
Topic B: 3D Formulas
Topic C: CHOOSE/MATCH/INDEX
Topic D: VLookup / H Lookup

Lesson 2: Define Names
Topic A: Create your own names
Topic B: Define Names in formulas and references

Lesson 3: PivotTables
Topic A: Using PivotTables and Filters
Topic B: PivotCharts
Topic C: Creating extended charts / business charts
Topic D: Gantt Charts

Lesson 5: Goal Seek
Topic A: PMT Formula (Loan Calculator)
Topic B: Goal Seek

Lesson 6: Scenario Manager
Topic A: Create various scenarios
Topic B: Using Scenarios

Lesson 9: Macro, Record and Play
Topic A: Record repeated tasks with Macro
Topic B: Add new buttons to your Excel to playback Macros
Topic C: VBA and Macro

Lesson 10: Microsoft Office Specialist Exam (77-420) Overview

REGISTRATION FORM

OR YOU CAN REGISTER ONLINE AT WWW.EXCEL.MY

Name: _____

Organization: _____

Phone: _____

Email: _____

Address: _____

No. of Participants: _____ pax

I/We would like to register for *

☐ 2 Days Microsoft Excel Training (Basic to Advance) Now only RM900 ~~N.P. RM1299~~

☐ Others, please specifiy_____

on (which date, please specify)_____

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