



# Microsoft Excel

## Microsoft Excel Advanced Training

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

## 🔖 Course Introduction

Learn the advanced features and functions in Microsoft Excel to automate your daily routines. Many of us 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 advanced functions in Excel
- Link, export and consolidate data & work with external data
- 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
- And for anyone who work with computers

## 🔖 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 Indepth & Own Functions**

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

### **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.       | <b>UNIT 1: Advanced Data Entry</b>                  | <b>UNIT 5: PivotTable and Data Relationship</b>         |
| 10:30 – 10:45 a.m.      | Break   |   |
| 10:45 a.m. – 12:30 p.m. | <b>UNIT 2: Conditional Formatting</b>               | <b>UNIT 6: Scenario Manager, Macro, Record and Play</b> |
| 12:30 – 2:00 p.m.       | Break & Lunch                                       |   |
| 2:00 – 3:30 p.m.        | <b>UNIT 3: Formulas Indepth &amp; Own Functions</b> | <b>UNIT 7: Creating Dashboards</b>                      |
| 3:30 - 3.45 p.m.        | Break   |   |
| 3.45 - 5:00 p.m.        | <b>UNIT 4: Lookups</b>                              | <b>UNIT 8: Excel Advance Revision</b>                   |



# Training Preview

Customize your Excel

Activate advanced features

External Data

Create interactive Dashboard

AutoSave  Off

Excel.my Master for Students 2018 ver 4 (2) - Excel

File MU DOT MY PLT Home Insert Page Layout Formulas **Data** Review View Developer Help Tell me what you want to do

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates

From File From Database From Online Services From Other Sources Combine Queries Launch Power Query Editor... Data Source Settings... Query Options

From Table/Range From Web From Microsoft Query From OData Feed From ODBC From OLEDB Blank Query

Data Input Charts Images Non Function Join Text Split Text Text Right Left Simple IF Nested IF Lookups PivotTable Data Model

## 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,

Please click the link below:

<https://www.mu.my/en/calendar/>

## How to Register

### Online Registration & Online Payment:

- <https://www.mu.my>
- LO Online
- ePerolehan: 357-0224-0271
- Email: [info@mu.my](mailto:info@mu.my)
- WhatsApp: [+6 017 2008 017](https://wa.me/60172008017) / <http://wa.mu.my>
- Telephone: [+6 03 8011 6639](tel:+60380116639)

## Payment Method

- LO Online
- ePerolehan
- Cheque
- Cash
- IBG / Online Banking
- Credit Card

