

Microsoft Excel Basic and Its Applications in Business

2 - Day Public Training



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Date: 27 - 28 Feb 2023
Time: 9:00am - 5:00pm
Venue: Concorde Hotel, KL

Sign up by 13 Feb 2023 for Early Birds Price!

Early Bird Price: RM 2,600 / Participant
Normal Price: RM 2,900 / Participant



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TOPICS COVERED

BASICS & FORMATTING WORKSHEETS

- Crating and Modifying a Worksheet.
- Understanding AutoFit, AutoFill, and AutoComplete.
- Understanding formatting of numbers (IC No, leading zeros, etc.).Changing cell formatting.
- Applying numeric formats.
- Implications of different numeric formats.
- Changing data alignment.
- Moving around a sheet using the double click approach.
- Shortcut keys to accomplish tasks quickly.
- Other techniques to enhance the appearance of a spreadsheet.
- Shortcut keys to display Date and Time.
- Displaying various Date and Time formats and customizing it.
- Understanding Accounting & Currency formats to ensure consistency in reporting.

WORKING WITH FORMULAS

- Basics of the SUM, MAX, MIN, AVERAGE and COUNT formulas.
- Incorporating above formulas within different sheets and files.
- Converting numbers to percentages using formulas.
- Updating Date and Time automatically within reports.
- Counting cells with and without data.
- Combining functions within functions.
- Highlighting specific values using Conditional Formatting.
- Applying simple functions within Conditional Formatting to trigger wanted/unwanted values.

PIVOT TABLE

- Introduction to Pivot Table.
- Enhancing appearance of Pivot Table.
- Performing Data Analysis using Pivot Table.
- Sorting Data within Pivot Table.
- Performing Date analysis by Year, Quarter, and Month.
- Applying Conditional Formatting within Pivot Table.

CREATING CHARTS FOR VISUAL DISPLAYS

- Importance of visual displays.
- How to select the "right" type of chart based on data presented.
- All you need to know about charts in a simplified way and how it can help you analyze data for better business decision making.
- Understanding Pie Charts; Bar Charts; Column Charts; Bubble Charts; Line Charts; Combination Charts.
- Modifying chart layouts.
- Converting one type of chart to another.

OTHER EXCEL FEATURES

- Inserting Comments.
- Printing Comments separately.
- Sorting Data.
- Identifying primary data.
- Performing Case Sensitive sorting.
- Other Sort Options.
- Applying Headers and Footers.
- Modifying Page Properties.
- Adding background pictures.
- Removing error messages from being printed.
- Printing Header Rows/Columns.
- Changing default options.

FUNCTIONS FOR DATA ANALYSIS

- Why Data Analysis?
- How can Data Analysis help in process of Decision Making?
- Simplifying scope of Data Analysis using Excel.
- Introducing the IF function for "what-if" analysis.
- Combining IF function based on given conditions with other functions.
- Introducing SUMIF, AVERAGEIF, and COUNTIF functions for single conditions on data analysis.
- Application of above functions in areas of Data Analysis.

ANALYZING RAW DATA

- Basic analysis of raw data using functions and features covered above.
- Case Study on Introduction to Data Analysis.
- Presenting the data.

The trainer is a PSMB/HRDF certified trainer who shares with his participants his knowledge and experience culled over 20 years of involvement in the software application training industry. He applies the VERIIFYTM technique as his training methodology.

REGISTRATION PARTICIPANT'S DETAILS

Name:

Contact No.:

Email:

Name:

Contact No.:

Email:

REGISTRATION COMPANY REPRESENTATIVE DETAILS

Name:

Tel:

Email:

Company:

Address:

Note:

1. For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
2. Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
3. HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,300. The balance, if any, is to be topped up by client

CONTACT US

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