



# Microsoft Excel Intermediate and Its Applications in Business

2 - Day Public Training

Date: 3 - 4 July 2023  
Time: 9:00am - 5:00pm  
Venue: Concorde Hotel, KL

Sign up by 19 June 2023 for Early Birds Price!

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



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## TOPICS COVERED

### USEFUL TIPS, TECHNIQUES AND FEATURES OF EXCEL

- Learn various shortcuts and techniques in formatting.
- Validate a specific range of cells.
- Applying various aspects of Conditional Formatting.
- Password protect a range of cells and workbook.
- Applying Filters and Advanced Filter.
- Verifying Filtered results against formulas and troubleshooting unwanted results.
- Performing calculations using Subtotals.
- Converting text to numbers from external data file.
- Absolute Cell Referencing (appropriate use of the \$ sign in formulas).
- Applying Custom Lists.
- Changing text orientation.
- Creating a watermark.
- Changing default settings.

### INTRODUCTION TO DATA ANALYSIS FUNCTIONS

- Benefits of Data Analysis.
- Performing analysis with raw data using specific functions.
- Understanding operation of data analysis functions

### UNDERSTANDING THE USE OF LOGICAL FUNCTIONS

- Comparing and analyzing sets of data.
- Applying the IF statement for comparison purposes.
- Benefits of IF statement and how other functions can be used within it.
- Use of Conditional Formatting within IF statement.
- Applying the Nested IF statement for more than a single condition.

### FORECASTING AND ANALYSIS USING STATISTICAL FUNCTIONS

- Performing various "What-if" calculations.
- Understanding types of charts for forecasting for linear and exponential growth.
- Forecasting future values based on previous results (e.g. sales forecasting, market analysis, etc.).

### OTHER EXCEL FUNCTIONS

- Ranking variables in descending or ascending order.
- Performing calculations based on a given condition.
- Transposing of data and how Excel handles the calculations.

### SEARCHING SPECIFIC VALUES USING LOOKUP FUNCTION

- Concept of Database.
- How to set up a Database?
- Difference between horizontal and vertical based databases.
- Applying VLOOKUP (vertical) and HLOOKUP (horizontal) functions to search specific values from a database.
- Application of VLOOKUP in calculating bonuses for multi-tier payment scheme.
- Converting existing nested IF table to a VLOOKUP table.

### DATE CALCULATIONS

- Understanding how Excel handles date calculations.
- Limitation of Dates in Excel.
- Calculating differences of two dates and converting it to Years, Months and Days.
- Understanding various date formats and performing calculations accordingly.

### ANALYZING DATA USING PIVOT TABLE

- Use of Pivot Table.
- Updating and modifying Pivot Table.
- Changing calculated fields in Pivot Table.
- Rearranging Fields in a Pivot Table.
- Explaining the Report Layout Options.
- Using the Report Filters Feature.
- Using Top 10 & Date Filters.
- Handling Blank Cells.
- Sorting a Pivot Table.
- Formatting a Pivot Table. Creating Custom Formats.
- Adding Formulas to a Pivot Table.
- Changing a Calculation in a Pivot Table.
- Counting with a Pivot Table.

### APPLICATION OF TEXT FUNCTIONS

- Comparing contents of one cell with another.
- Replacing specific text with another.
- Removing unwanted spaces within a cell content.
- Combining contents of various cells into a single cell.
- Finding length of text within a cell.
- Repeating a character numerous time.
- Converting text to upper and lower cases.

**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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