HRD CORP CLAIMABLE

Microsoft Excel – Beginner to Intermediate

Excel can make your life easier, much easier. However, most people do not know the power of Excel; from signaling red flags to solving complex problems. Perfect for individuals with basic knowledge, you start with understanding core functionalities and end with mastering advanced features. Discover how to turn raw data into insightful information.

You will be guided through real-world examples to analyze and visualize data like a pro, enhancing your productivity and making data-driven decisions. The powerful capabilities of Microsoft Excel will equip participants with the essential skills to streamline their daily tasks and extract valuable insights from raw data

JOIN US AND REVOLUTIONIZE THE WAY YOU WORK WITH EXCEL!!

📅 **14 – 15 MAY 2025**

🕐 **9AM – 5 PM**

📍 **Zenith Corporate Park, Kelana Jaya**

Learning Outcome

Participants able to:

➤ Create projections
➤ Conduct "what-if" calculations
➤ Perform advanced calculations
➤ Apply functions such as SUM; MAX; MIN; AVERAGE; COUNT and simple IF statements
➤ Build simple payroll systems
➤ Create charts

Early Bird Price:
RM1,900
(Register before 7 May)

Normal Price: RM2,200
(Inclusive of SST)

Please collect your RM100 TNG eWallet reload pin at registration desk.

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MODULE 1: BASICS & FORMATTING WORKSHEETS

- Creating and Modifying a Worksheet
- Understanding AutoFit, AutoFill, and AutoComplete
- Customizing formatting of numbers (IC No, leading zeros, etc.)
- Changing cell formatting
- Applying numeric formats
- Implications of different numeric formats
- Aligning Data
- Navigating Sheets Efficiently
- Using Format Painter
- Working with Large Numbers
- Using Dollar Sign in Formulas
- Absolute vs. Mixed Cell References
- Applying Formulas Across Cells
- Understanding Enter vs. Ctrl+Enter
- Default Option Customization
- Other Formatting Options
- Time-Saving Shortcuts

MODULE 2: WORKING WITH FORMULAS FOR DATA ANALYSIS

- Essential Functions of the SUM, MAX, MIN, AVERAGE and COUNT formulas
- Using formulas across sheets and files
- Verifying calculations using the above functions
- Dealing with empty cells for calculations and their impact
- Applying the absolute and mixed cell referencing options within a formula
- Converting numbers to percentages and vice-versa using formulas
- Updating Date and Time automatically within reports
- Highlighting specific values using Conditional Formatting
- Applying simple functions within Conditional Formatting to trigger wanted/unwanted value.
- Using Conditional Formatting within Data Analysis

MODULE 3: FUNCTIONS FOR DATA ANALYSIS

- The Power of Data Analysis
- Simplifying Analysis with Excel
- Counting Cells with Data
- Condition-Based Counting and Adding using COUNTIF, AVERAGEIF and SUMIF
- Introducing the IF Function to make decisions based on conditions
- Combining functions to achieve more complex analysis

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MODULE 4: CREATING CHARTS FOR VISUAL DISPLAYS

- Importance of visual displays in data
- Selecting the Right Chart Type for your data, whether it is a Pie, Bar, Column, or Line chart
- Mastering Different Chart Types: Explore Pie Charts, Bar Charts, Column Charts, Bubble Charts, Line Charts, and Combination Charts
- Customizing your charts
- Using combo charts and tweak marker styles for better visual impact
- Managing tick marks and label positions to improve chart readability
- Enhancing chart aesthetics to make your charts stand out
- Conversion of Charts to Infographics by reshaping and adding images to shapes

MODULE 5: OTHER EXCEL FEATURES

- Inserting and Printing Comments and print them separately for better documentation
- Sorting data efficiently, including case-sensitive sorting and exploring advanced sorting options
- Apply and modify headers and footers to enhance printed reports
- Page Properties to create professional-looking reports
- Printing Tips: Remove unnecessary error messages from printouts and ensure important header rows/columns are included

MODULE 6: PIVOT TABLE AND PIVOT CHARTS

- Introduction to Pivot Tables and how they help summarize and analyse large data sets
- Retrieving Data Using Pivot Tables to extract the most relevant data from complex spreadsheets
- Customizing Pivot Table Appearance by formatting them for clarity
- Sorting and Analysing Pivot Data within a Pivot Table, including by date or other relevant factors
- Applying Conditional Formatting in Pivot Tables by using Conditional Formatting in Pivot Tables

MODULE 6: PIVOT TABLE AND PIVOT CHARTS

- Basic Raw Data Analysis to conduct an initial analysis of raw data
- Case Study on Data Analysis to apply your newfound skills to real-world data
- Comparing Data with Charts to visualize and compare similar data sets
- Presenting Data Using Functions and Charts to present your analysis in a clear, actionable way

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Trainer's Profile

The trainer is known as The Interpreter, a dynamic trainer and seasoned expert who has spent over 25 years transforming raw data into actionable insights. The trainer has a unique approach built on his proprietary VERIIFY™ technique, a powerful methodology for turning raw data into structured information. VERIIFY™ stands for Validate, Encapsulate and Rationalize raw data in Identifying Information for Future Yield, helping individuals and organizations unlock the true potential of their data for future success.

Throughout his career, the trainer has had the privilege of empowering professionals across a wide range of industries, helping them sharpen their skills in data analysis and reporting.

The trainer's expertise lies in mapping data into intuitive, actionable formats using tools like Microsoft Excel, making it accessible and meaningful for any professional, regardless of the participants' technical background.

The trainer has contributed articles to prominent business magazines and authored an impressive collection of 51 books, sharing his knowledge on data analysis and process optimization.

His ability to communicate complex concepts in a clear and engaging manner has made him a sought-after speaker, including in regions like the Middle East (Oman).

Participant's Details

Name:

Position:

Department:

Contact Number:

Email:

Name:

Position:

Department:

Contact Number:

Email:

Admin Details

Name:

Position:

Department:

Company:

Contact Number:

Email:

Address:

Notes

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 RM1,750 per day. The balance, if any, is to be topped up by client.*