



Data Analysis Utilising Microsoft Excel for Management Reporting (Intermediate - Advanced)

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 intermediate 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 analyse and visualise 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.



25 – 26 August 2025

9 am – 5 pm



**77-2, Block G, Zenith
Corporate Park Jalan SS7/26,
Kelana Jaya, Selangor**

FEE: RM1,900
(Inclusive of SST)

MODULE 1: USEFUL TIPS, TECHNIQUES, AND FEATURES OF EXCEL

- Discover time-saving shortcuts and formatting tricks
- Learn how to validate specific cell ranges for accuracy
- Apply advanced Conditional Formatting to highlight key data points
- Protect sensitive information by password-protecting ranges and workbooks
- Master Filters (including Advanced Filters) and the Reapply option
- Troubleshoot filtered results and learn how to check calculations with filters
- Perform calculations efficiently using Subtotals
- Convert external data files into usable numbers
- Understand and apply Absolute Cell Referencing (using the \$ sign).
- Explore the implications of absolute and relative cell references in formulas.
- Streamline data entry with Custom Lists and adjust text orientation for clarity
- Add a professional touch with watermarks and explore various format options
- Display large numbers in simpler forms like "K" and "M" for easy reading
- Adjust Excel's default settings for your specific needs

MODULE 2: UNDERSTANDING LOGICAL FUNCTIONS

- Learn how to compare and analyse datasets effectively.
- Unlock the power of the IF statement to make logical comparisons.
- Dive into the use of logical symbols and statements to manipulate data.
- Discover the power of combining the IF function with other Excel functions.
- Master Nested IF statements to handle multiple conditions in one formula.
- Use Conditional Formatting in conjunction with logical functions for
- dynamic data analysis.

MODULE 3: SEARCHING FOR SPECIFIC VALUES USING LOOKUP FUNCTIONS

- Understand the concept of Databases and how to set them up for data management.
- Learn the difference between horizontal and vertical databases.
- Use VLOOKUP (vertical) and HLOOKUP (horizontal) to find specific data in a database.
- Calculate bonuses using VLOOKUP in multi-tiered payment schemes.
- Create dropdown lists within lookup values for easy selection.
- Apply Conditional Formatting rules to highlight rows based on selected lookup values.
- Transition from Nested IF tables to VLOOKUP tables for improved analysis.
- Explore XLOOKUP (for Office 365) as a more powerful alternative to traditional lookup functions.

MODULE 4: ANALYSING DATA USING TABLES AND PIVOT TABLES

- Understanding and creating Excel Tables
- Performing analysis with Tables
- Create Table Dashboards in an engaging manner with shapes
- Learn how to create and modify Pivot Tables for quick data analysis
- Update and customize Pivot Tables to meet specific business needs
- Adjust calculated fields within Pivot Tables for more precise results
- Rearrange Fields in a Pivot Table for better data presentation
- Use Report Layout Options to customize how Pivot Tables are displayed
- Apply Report Filters, Top 10 Filters, and Date Filters for refined analysis
- Handle blank cells effectively within Pivot Tables
- Sort, format, and create custom formats to enhance your PivotTable's visual appeal
- Learn how to add formulas directly into Pivot Tables for advanced calculations
- Add Slicers and Timeline to Pivot Tables for dynamic filtering and analysis
- Turn Pivot Tables into Pivot Charts to create interactive dashboards
- Use the Data Model to link multiple databases into one unified table
- Learn how to create Relationships to connect common fields across datasets

MODULE 5: OTHER EXCEL FEATURES

- Remove duplicate or redundant records with ease
- Compare the contents of different cells for consistency
- Use Find & Replace to swap specific text across large datasets
- Eliminate unwanted spaces and tidy up text within cells
- Combine contents from multiple cells into one seamless entry
- Calculate the length of text within a cell and repeat characters for specific needs
- Convert text to Uppercase or Lowercase for uniformity across your data

MODULE 6: DATE AND TIME CALCULATIONS

- Understand how Excel handles Date Calculations and the limitations to be aware of
- Calculate the difference between two dates and convert results into Years, Months, and Days
- Master various date formats and apply them effectively to your data
- Display time in multiple formats, including 12-hour, 24-hour, and even extended hours
- Learn how to perform time-based calculations for effective time management analysis

MODULE 7: ANALYZING RAW DATA

- Perform a variety of What-If calculations to predict future outcomes.
- Learn which types of charts work best for forecasting linear and exponential growth

Trainer's Profile

Consistently
rated **5/5**

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:

**Payment
Method:**

☐ Direct Payment

☐ Claim HRD

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.