

Microsoft Office Excel 2016 – Intermediate Level (2 Days)

Details of the program

Date : 2nd – 3rd September 2020

Time : 9am – 5pm

Venue : Armada Hotel, Petaling Jaya

Fee : RM1,500.00



Overview

Whether you need to crunch numbers for sales, inventory, IT, human resources, or another business unit, the ability to get the right information to the right people at the right time can create a powerful competitive advantage in a complex market environment.

This course builds upon the foundational Microsoft® Office Excel® 2016 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence.

You'll learn a lot of things about Excel 2016, including how to create advanced formulas and organize your data into tables. You'll discover the power of PivotTables and PivotCharts and how slicers can make data filtering as easy as clicking a few buttons.

At its heart, this course is about one simple idea: asking your data questions and using Excel to find the answers.

Learning Outcomes

In this course, you will:

- Create advanced formulas.
- Analyze data with logical and lookup functions.
- Organize worksheet data with tables.
- Visualize data by using charts.
- Analyzing data with PivotTables, slicers, and PivotCharts.
- Insert graphic objects.
- Enhance workbooks

Microsoft Office Excel – Intermediate Level (2 Days)

Master Trainer

Suryamunawarah Usmani Othman

Microsoft Certified Trainer

Microsoft Certified Technology Specialists - Managing Projects with Microsoft Project 2010

Microsoft Office Specialists Master 2010

Microsoft Office Specialists Master 2016

MOS Word Expert 2000

MOS PowerPoint 2000

A professional with a unique combination of business experience, training and technical skill, bringing to the ability to combine business development with technical applications.

Specialized in AutoCAD and Microsoft Applications; Installation, Troubleshooting and Training. Incorporate training, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans. Implementing and updating web server and web pages.

During her involvement in training industry, Surya has developed curriculum and module for courses according to customer's needs and liaise with customers to make sure the objectives are met.

Surya is competent in information technology. Her strengths are in the areas of Microsoft Office, Microsoft Project, Microsoft Visio, Microsoft Publisher, Microsoft Outlook, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe Flash, Adobe Dreamweaver and Microsoft FrontPage.

With more than 15 years' experience in conducting training for various government and corporate Customers, she has always managed to get a very good feedback from her participants.

Course Outline

Lesson 1: Creating Advanced Formulas

Topic A: Apply Range Names

Topic B: Use Specialized Functions

Lesson 2: Analyzing Data with Logical and Lookup Functions

Topic A: Leverage Questions and Testing to Write Formulas

Topic B: Use Logical and Lookup Functions to Find Answers to Questions

Lesson 3: Organizing Worksheet Data with Tables

Topic A: Create and Modify Tables

Topic B: Sort and Filter Data

Topic C: Use Summary and Database Functions to Calculate Data

Lesson 4: Visualizing Data with Charts

Topic A: Create Charts

Topic B: Modify and Format Charts

Topic C: Create a Trendline

Topic D: Create Advanced Charts

Lesson 5: Analyzing Data with PivotTables, Slicers, and PivotCharts

Topic A: Create a PivotTable

Topic B: Filter Data by Using Slicers

Topic C: Analyze Data by Using PivotCharts

Lesson 6: Inserting Graphics

Topic A: Insert and Modify Graphic Objects

Topic B: Layer and Group Graphic Objects

Topic C: Incorporate SmartArt

Lesson 7: Enhancing Workbooks

Topic A: Customize Workbooks

Topic B: Manage Themes

Topic C: Create and Use Templates

Topic D: Protect Files

Registration Form

ORGANISATION

CONTACT PERSON

ADDRESS

ENROLLMENT (NO. OF PAX)

TEL

EMAIL

TERMS AND CONDITIONS

COST FEE

Cost RM1,500 per pax (inclusive of all materials and certifications).

Please pay full amount of RM1,500 per person to secure your place.

The full fee is required with your registration 2 weeks prior to the training. The Fees include lunch, coffee/tea breaks and notes and Certificate of participation.

3 Persons registered are entitled to a 10% discount. Further discount are available for large group

Written Cancellation : Registration cancelled 7 days prior to the event are subject to a RM110.00 service

Charge per pax. There will be no refunds for notice received less than 7 days to the event.

A substitute may be made at anytime at no extra cost.

PAYMENT MODE

All Bank Draft / Local Order / Cheques must be crossed and made payable to:

Quantum Achievers International SDN BHD

BANK TRANSFER

Account Name – Quantum Achievers International Sdn Bhd

Account No – 512-400-500374 (Maybank)

All enquiries must be forwarded to: -

Quantum Achievers International S/B

Suite 7-23, 7th Floor, PVI6, 2 Jalan Danau Saujana,

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**Free Gadget
Organizer Bag for
each participant**

Organised by,

