

# MICROSOFT EXCEL Advanced training



### **COURSE INFORMATION**

COURSE TITLE : MICROSOFT EXCEL ADVANCED TRAINING COURSE DURATION : 2 DAYS COURSE LEVEL : BASIC TO ADVANCED APPLICATION NAME : EXCEL 2013/2016

https://mu.my/en

### **© COURSE** INTRODUCTION

Learn the advanced features and functions in Microsoft Excel 2013/2016, alongside our expert author, to help you get you beyond the basics and have advanced-level proficiency within the Excel 2013/2016 suite.

Whilst in this course we'll cover the basics of Excel, including SUM, MIN, MAX and other conditional statements, we'll quickly move into more advanced-level topics including:

- IF statements  $\geq$
- **VLOOKUP** and **HLOOKUP**
- AAA Spark lines
- **Pivot Tables and Charts**
- Macro Operations

By the completion of this Microsoft Excel Advanced Training, you will be comfortable with many of the advanced features and functions that this powerful spreadsheet software from Microsoft has to offer.

With the ability to handle advanced tasks in Excel, you'll be able to get more power out of your worksheets and be able to dramatically shorten your task times and increase your efficiency in the process.



# **COURSE** OBJECTIVES

After completing this training, you should be able to understand:

- Build complex calculations with advanced functions
- ▶ Link, export and consolidate data
- >> Limit data entry and build complex models with Lookup functions
- ▶ Analyze data with simple Pivot Tables and Pivot Charts
- Create and modify Macros

# **TARGET** GROUP

This course is suitable for: -

- Private Company Staffs, Managers, Directors
- Government Staffs, Government Officers
- Students
- Jobseekers
- And for anyone who work with computers



# **EXEX** TAKE AWAYS

At the end of this course, participants will be able to:

- Calculate with advanced functions & formulas
- Organize worksheet and table data using multiple techniques
- Create and modify charts & graphs
- Analyze data using Pivot Tables and Pivot Charts
- Insert graphic objects
- Explore dynamic formulas with IF statements, VLOOKUP, INDEX functions and many more
- Automating your day to day tasks through Macros
- Customize and enhance workbooks and the Microsoft Office Excel 2013/2016 environment





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IF Statements

Spark Lines



# COURSE CONTENT

### DAY 1 (BASIC)

Lesson 1: Introduction Topic A: Using the menus **Topic B :Versions** 

Lesson 2: Data Entry Topic A: Formula Bar Topic B: Working with dates and times Topic C: Format Cells/ Data Formatting **Topic D: Flash Fill Series** 

Lesson 3: Creating formulas Topic A: AutoSum/Average Topic B: Days Formula Topic C: Formula Wizard **Topic D: Audit Formulas (Trace precedent/dependent)** 

Lesson 4: Formatting Topic A: Inserting shapes, arrows, and other graphics Topic B: Adding and deleting rows and columns Topic C: Hiding data Topic D: Moving, copying, and pasting Topic E: Sorting and filtering data **Topic F: Conditional Formatting / Data Bars / Data Icon Sets** 

Lesson 5: Inserts Topic A: Clipping Screens Topic B: Images/ Shapes Topic C: Recommended Charts Topic D: Linking Charts in Powerpoint **Topic E: Advanced Charts / Combo Charts** 

Lesson 6: Print Topic A: Print Area Topic B: Repeat Titles on print Topic C: Page Layout / Page Break

Lesson 7: Security **Topic A: Allow people to edit selected cells only (Creating Forms)** Topic B: Protecting Worksheet & Workbook (Read Only) Topic C: Workbook Encryption (Password to open)

### DAY 2 (ADVANCED)

Lesson 1: Formulas in Depth **Topic A: IF Function** Topic B: 3D Formulas Topic C: CHOOSE/MATCH/INDEX **Topic D: VLookup / H Lookup** 

Lesson 2: Define Names Topic A: Create your own names **Topic B: Define Names in formulas and references** 

Lesson 3: PivotTables **Topic A: Using PivotTables and Filters** Topic B: PivotCharts Topic C: Creating extended charts / business charts **Topic D: Gantt Charts** 

Lesson 5: Goal Seek Topic A: PMT Formula (Loan Calculator) **Topic B: Goal Seek** 

Lesson 6: Scenario Manager Topic A: Create various scenarios **Topic B: Using Scenarios** 

Lesson 9: Macro, Record and Play **Topic A: Record repeated tasks with Macro** Topic B: Add new buttons to your Excel to playback Macros **Topic C: VBA and Macro** 

Lesson 10: Microsoft Office Specialist Exam (77-420) Overview

This course syllabus has been revised for 16th time since first course on 2006 for effective learning experience

#### Excel will perform complex analysis for you



# **©COURSE** CONTENT

	Day 1	Day 2						
9.00 a.m - 10.45 a.m	Introduction	Formulas in Depth						
	Data Entry	Define Names						
10.45 a.m - 11.00 a.m	Bre	Break						
11.00 a.m - 12.30 p.m	Creating Formulas	PivotTables						
	Formatting	Goal Seek						
12.30 p.m- 2.00 p.m	Bre	reak						
2.00 p.m - 3.45 p.m	Inserts	Scenario Manager						
	Print	Macro, Record and Play						
3.45 p.m- 4.00 p.m	Break							
4.00 p.m - 5.00 p.m	Security	Microsoft Office Specialist Exam						
		(77-420) Overview						

\* This course syllabus has been revised for 16th time since first course on 2006 for effective learning experience

# **©COURSE** PACKAGES

#### In House Training (Training at your venue)

MU DOT MY PLT provide in house training package The training will be at your preferred place.

- - Fees according to the number of days
- Unlimited participants (recommend 40 pax / below)
- Training kit and material will be provided
- Quickstart guidebook provided
- Support & assistance after training

SAVE BIG ON IN-HOUSE TRAINING Prices are based on number of days! UNLIMITED PARTICIPANTS ALLOWED.

#### Public Training (Training at our lab)

For more info on public training schedule please click link below or scan the QR Code http://mu.my/en/events



#### Excel can automate your day to day tasks



#### 2008

MU DOT MY PLT was established on November 2008. In the early stages, we offer Website Design Training (Joomla! CMS and others).



#### 2011

MU DOT MY PLT also registered with the Ministry of finance(MOF) with the addition of new areas. We have also acquired the status of "Registered training provider " from Human Resource Development-Ministry of Human Resources.



2012 Joomla! Community Malaysia is a community project established by MU MY DOT PLT .



2014

Moved to Regalia Business Park. Comfortable training facilities equipped new lab and new equipments.



2015 After 6 year MU DOT MY become a Limited Liability Partnership (LLP) and started business as MU DOT MY PLT.



2015 MU DOT MY PLT organized the largest Joomla! event JoomlaDay Malaysia 2015.

### MU DOT MY PLT TRACK RECORD



#### 2010

MU DOT MY PLT is the leading training provider appointed by government agencies for Joomla! training. We also introduced new LMS practical training.



#### 2012

Pusat Internet 1 Malaysia(PI1M) was one of the government initiatives that enables poor people to access high speed internet services and provide training in ICT for them. We trained the PI1M managers.



2013 MU DOT MY PLT conducted Maxis CSR Programme in 2013 which is participated by 6 schools.



2014 Malaysia Open Source Conference or MOSCMY 2014 was held on 24-25 September 2014 at Menara SSM @ central Kuala Lumpur. We participated and contributed to MOSCMY.



2015 MU DOT MY PLT main HQ inaugurated by the President of the Joomla! OSM Sarah Watz.



2015 Joomla! World Conference in Bangalore, India.



### **CONTACT US**

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