



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



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
- VLOOKUP and HLOOKUP
- 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

This course is suitable for: -

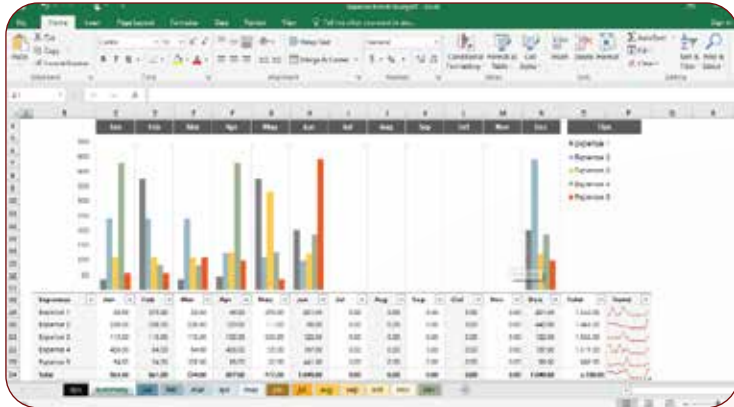
- Private Company Staffs, Managers, Directors
- Government Staffs, Government Officers
- Students
- Jobseekers
- And for anyone who work with computers

 **KEY TAKE AWAYS**

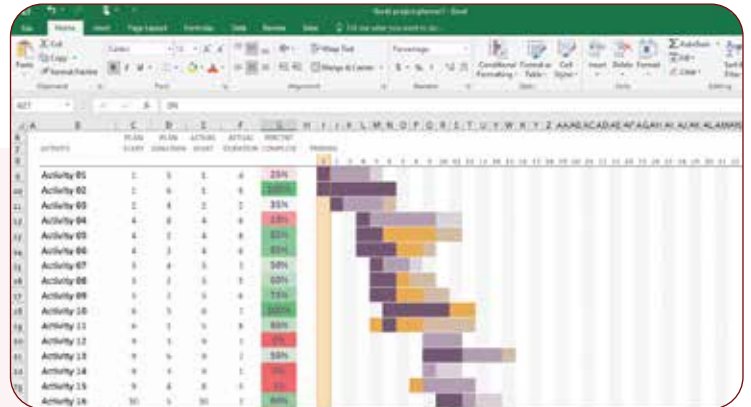
At the end of this course, participants will be able to:

- 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

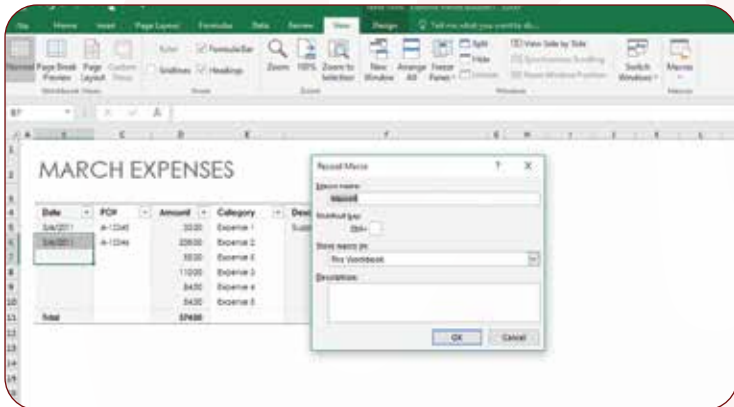
COURSE PREVIEW



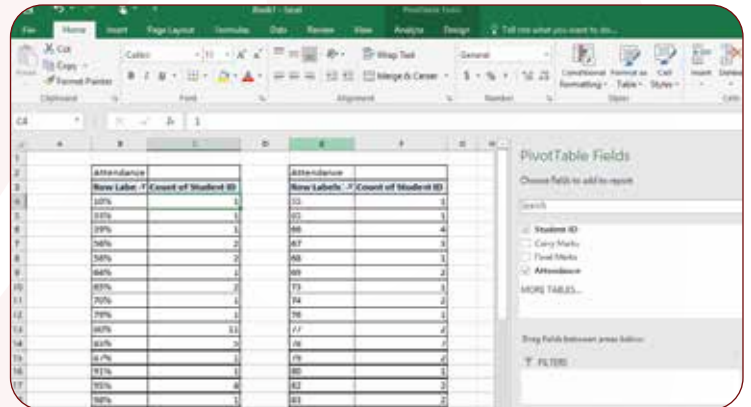
Graph & Advance Chart



Conditional Formatting

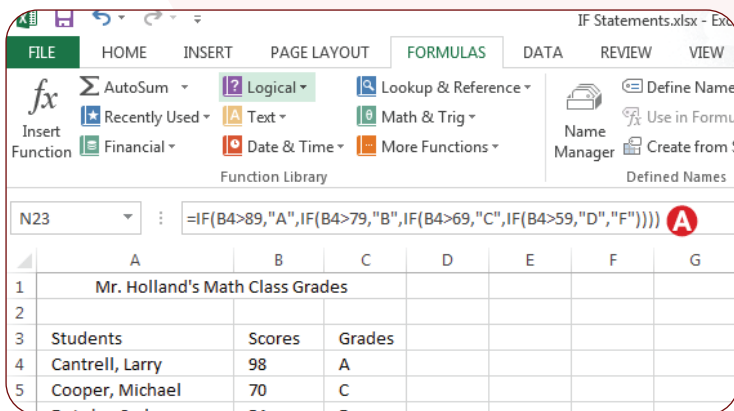


Macro

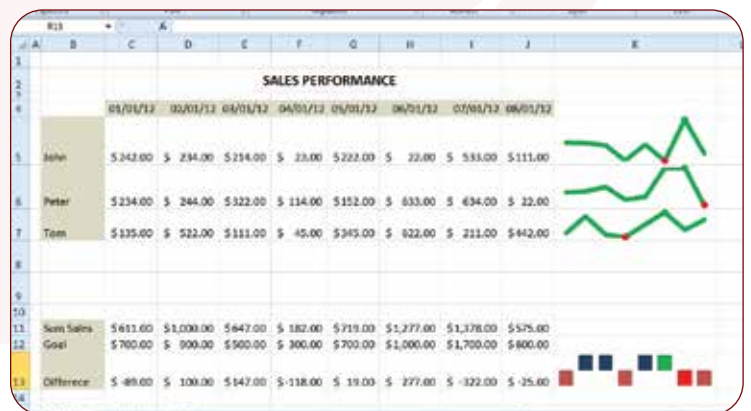


PivotTable

www.mu.my



IF Statements



Spark Lines

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

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	Break	
11.00 a.m - 12.30 p.m	Creating Formulas	PivotTables
	Formatting	Goal Seek
12.30 p.m - 2.00 p.m	Break	
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

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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>





MU DOT MY PLT TRACK RECORD



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



2010
MU DOT MY PLT is the leading training provider appointed by government agencies for Joomla! training. We also introduced new LMS practical training.



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
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.



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



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



2014
Moved to Regalia Business Park. Comfortable training facilities equipped new lab and new equipments.



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
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 main HQ inaugurated by the President of the Joomla! OSM Sarah Watz.



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



2015
Joomla! World Conference in Bangalore, India.

www.mu-dot-my.com



YOUR ORGANIZATION ?

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OUR NETWORKS



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