



# MS EXCEL 2010/2013 ADVANCE

This Advanced Microsoft Excel 2013 training class is designed for students to gain the skills necessary to use pivot tables, audit and analyze worksheet data, utilize data tools, collaborate with others.

## OBJECTIVE

- Create pivot tables and charts.
- Trace precedents and dependents.
- Convert text and validate and consolidate data.
- Collaborate with others by protecting worksheets and workbooks.
- Create, use, edit, and manage macros.
- Import and export data.

No Siri: 100016280  
**SBL KHAS**

Date	Venue	Early Bird
5-6 <sup>th</sup> Feb 2018	Wisma Goshen, Plaza Pantai, KL	26 <sup>th</sup> Jan 2018
25-26 <sup>th</sup> Apr 2018		15 <sup>th</sup> Apr 2018

FEES	Pax	Before/On	After
	1	RM475	RM575

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Rates are subject to 6% GST

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PEBANGKUAN SUMBER MANUSIA BERHAD

## Logical Functions

IF Function , AND Function, OR Function  
Nested IF & AND Function  
Nested IF & OR Function

## Pivot Tables

Creating A Pivot Table  
Changing the Layout of the Pivot Table  
Using Filters and Report Filters  
Grouping Data in Pivot table  
Calculation in Pivot Table  
Using Slicers

## Data Validation

Data Validation – Whole Number  
Data Validation – Decimal Number  
Data Validation – List  
Data Validation – Date  
Data Validation – Time  
Data Validation – Text Length  
Message & Error Alert  
INDIRECT Function with Data Validation

## Finding Solutions & Viewing Scenarios with What If Analysis Tools

Finding a solution with Goal Seek  
Viewing multiple scenarios with Data Tables  
Finding the Optimum Solution with Solver

## Auditing Formulas in Worksheets

Tracing data in cells & Trouble Shooting Errors in Formulas  
Setting Up Watch and Evaluating Formulas

## Working With Data From Multiple Worksheets & Workbooks

Consolidating Data from Multiple Sources  
Consolidating With Formulas  
Linking Cells with other Worksheets & Workbooks  
Repairing Broken Links

## Text Function

REPLACE function, SUBSTITUTE function, LEN & TRIM Function

## Data Function

MATCH, INDEX, CHOOSE

## Introduction to Macro

Recording An Excel Macro  
Saving Macro  
Deleting Macro

## Passwords & Security

Adding Open & Modify Password  
Protecting cells with password  
Protecting Worksheets  
Hiding Formula

# OUTLINE

## The TRAINER JULIAN



Mr Julian is a Microsoft Certified Trainer & having started the career in auditing and then moving on into Accounts & Finance having a total of about 18 years of working experience in the corporate world. Successfully setting up a new accounting system and migrating the old data into the new system. Created sub systems with Excel VBA programming.

Having accumulated hands on experience in MS applications over the years and developing a passion to share with others, he began to venture into the IT Training Industry in the year 2000.

A website on Excel Macros (VBA) tips for Beginners was subsequently set up to reach out to those wanting to learn basic VBA. Using simplified sample codes and examples made the website a hit for beginners as other websites on Excel VBA were simply too difficult to understand. Follow him on twitter for Excel tips & tricks @JulianExcelTips.

*Conducting public training for working professionals as well as in house group trainings for corporate clients.*