Excel 2010/ 2013 Intermediate

This Intermediate Microsoft Excel 2013 training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and charts. Students will also work with charts and advanced formatting including styles.

OBJECTIVE

- Learn to use formulas and functions as stated in the Outline
- Create and modify charts.
- Convert, sort, filter, and manage lists.
- Working with Hyperlinks and EMBED
- Learn to work with tables.
- Learn to use conditional formatting and styles.

Date	Venue	Early Bird
5-6th March 2018	**Training Centre: Wisma Goshen, Plaza Pantai, KL**	23rd February 2018
3-4th May 2018		23rd April 2018
25-26th April 2018	Hotel Sentral Seaview, Penang	5th April 2018

FEES	Venue	Before/On	After
	KL	RM475	RM575
	Png, Swk, Lkg	RM675	RM875

SBL KHAS
No Siri: 100016279

Subject to 6% GST

OR Register 1 & 2nd person gets 20% discount

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OUTLINE

Calculating With Formulas
How formulas work
Using "$" in formulas
Absolute Cell Reference
Using Mixed Cell References in Formulas
Naming a Cell or Range
Formatting Data as Table and its benefits

Sorting & Filtering Data
Sorting tips
Custom Sort
Sorting Data by Multiple columns
Sorting by Cell Color, Font Color & Cell Icon
Using SUBTOTAL
Using Filter
Using Advance Filter for Multiple criteria

Mathematical & Statistical Functions
SUM, SUMIF, SUMIFS function
MAX, MIN function
AVERAGE, AVERAGEA function
COUNT, COUNTA, COUNTBLANK function
COUNT, COUNTIF, COUNTSIFS function
RANK, ROUND, ROUNDOWN, ROUNDUP function

Time & Date Functions
Inserting Current Time & Date
TODAY. NOW, DAY, MONTH, YEAR Function

Text Functions
LEFT, RIGHT, MID, TRIM, UPPER, LOWER, PROPER function
Combining multiple cell contents into 1 cell (CONCATENATE, "&")

Database Function
DSUM, DMIN, DMAX,DCOUNT, DAVERAGE Function

Lookup Functions
VLOOKUP Functions
HLOOKUP Functions

Hyperlinks
Inserting a Hyperlink
Insert an Object for EMBED with Excel

Data Visualisation With conditional Formatting
How to use conditional formatting
Using conditional formatting presets
Managing and prioritising rules
Using top bottom rules
Customising data bars
Using formulas in conditional formatting
Using REPT function in Conditional Formatting

Data Visualisation With Sparklines
Inserting sparklines
Formatting sparklines

Data Visualisation With Charts
Creating a chart
Using Excel's recommended charts
Formatting charts
Changing chart data
Filtering chart data
Creating a dual axis line chart
Saving a chart template

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, I 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.

SBL Khas - HRDF

Special Training Assistance Scheme (SBL-Khas), is a major scheme of the HRDF. Under this scheme, financial assistance in the form of training grants may be considered for all types of training programs tailored to the needs of employers registered with HRDF. Basic principles of this scheme are as follows :

•HRDF specialized training grants as an incentive for employers to retrain and upgrade skills of workers that are appropriate and meet their business needs.

•Training grants under HRDF is provided for employer-based training needs to ensure accountability in the workplace. Under the SBL-Khas, the employer must identify the necessary training to enhance the ability of their employees and is responsible for fully funding the training program.

•Under the SBL-Khas, approval from HRDF must be obtained before training commences. Training cost reimbursement allowed is based on the rate of financial assistance determined by the HRDF from time to time and the payment is based on EMPLOYER CLAIMS. Employers' account should not have any levy arrears as HRDF would debit the cost fee directly from employers' account and pay the training provider.

comsystem

HRDF CLAIMABLE ✓

PEMBANGUNAN SUMBER MANUSIA BERHAD