Microsoft Excel (Advanced)

Do you know how to solve sophisticated problems just by EXCEL?
Do you know you can save a lot of time when you know how to master EXCEL?

Introduction

In today's fast-paced, technical business environment world, numbers meant everything. So, it is of utmost importance that we, the users, are able to manage the data - statistics, planning, reporting efficiently. We learn how we are doing and discover our next course of action by studying and interpreting numbers. Hence, the need to master Microsoft Excel. Excel is the standard spreadsheet application for both the business world and personal use.

Program Objectives
This program aims to:
- Provide Advanced EXCEL skills at work
- Solve sophisticated problem with EXCEL

Learning Outcomes

After completing this program, participants should be able to:
- Using Pivot Tables
- Auditing Worksheets
- Data Tools
- Working with Others
- Recording and Using Macros
- Random Useful Items
- Apply Microsoft Excel 2016 New Features

Who should attend?

Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels and personnel who want to know, understand and want to further enhance their knowledge and practical uses of Microsoft PowerPoint.

Methodology

Lectures, Presentations and Practical Exercises

Program Outline

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Time	Day One
9.00am– 10.30am	Using Pivot Tables The candidate would learn the concept of Pivot Tables, creating Pivot Tables, preparing data, inserting a Pivot Table, inserting slicers, working with Pivot Tables, grouping data, using PowerPivot, managing Relationships, Inserting Pivot Charts, More Pivot Table Functionality. The candidate would have the **hands-on practical session** on the exercise: Working with Pivot Tables
10.30am-11.00am	**Morning Break**
11.00am-1.00pm	Auditing Worksheets The candidate would learn methodology on Formula Auditing Commands and Tracing Precedents, Tracing Dependents, and Showing Formulas. There are two hand-on exercise to be conducted here **- Hand-on Exercise:** Tracing Precedents and Exercise: Tracing Dependents
1.00pm-2.00pm	**Lunch**
2.00pm-3.30pm	**Data Tools** The candidate would learn and apply the technique on Converting Text to Columns, Linking to External Data, Controlling Calculation Options, Converting Text to Columns, Data Validation, Consolidating Data and Goal Seek.
3.30pm-4.00pm	**Tea Break**
4.00pm-5.00pm	**To Everything Together** In this session, the candidate would have a practical session to on a mini case study on the using pivot table, auditing worksheets and data tools. This practical session enables candidates to look at the holistic approach of advanced Excel application
Time	**Day Two**
9.00am– 10.30am	**Working with Others** No one should work in a silo. These topics help candidates to deal with others. The candidate would learn methodology on Protecting Worksheets and Workbooks, Password Protecting a Workbook, Password Protecting a Worksheet, Password Protecting Ranges in a Worksheet, Removing Workbook Metadata, Tracking Changes, Accepting or Rejecting Changes, Setting Tracking Options, and Merging Multiple Workbooks and Marking a Workbook as Final

10.30am-11.00am	**Morning Break**
11.00am-1.00pm	Recording and Using Macros It is essential for the candidate to apply the concept on macros to increase the efficiency and effective when working with excel. The candidate would learn how to Record Macros, Copy a Macro from Workbook to Workbook, Recording Macros, Running Macros, Editing Macros, Adding Macros to the Quick Access Toolbar, Managing Macro Security
1.00pm-2.00pm	**Lunch**
2.00pm-3.30pm	Random Useful Items This topics focus on Sparklines, Inserting Sparklines, Customizing Sparklines, Preparing a Workbook for Internationalization and Accessibility, Display Data in Multiple International Formats, Modify Worksheets for Use with Accessibility Tools, Use International Symbols, Manage Multiple Options for +Body and +Heading Fonts, Importing and Exporting Files, Importing Text Files, Exporting Worksheet Data to Microsoft Word, Exporting Excel Charts to Microsoft Word
3.30pm-4.00pm	**Tea Break**
4.00pm-5.00pm	**Putting All Together : Mini Assignment** In this last module, the mini case study with the application of all the topics into this session. The participants need to work in the group with the coach from Humanology to ensure the skills learnt to be the istiqomah.
So what about the program	In this module, we also would focus the new features of Excel 2016 that include using Slicers to Filter Data, Creating a PivotTable Timeline and Creating a Standalone PivotChart