

Microsoft Excel (Intermediate)

Do you want to save time when working with EXCEL?

Do you know the shortcut and the formulas working with 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 intermediate skills to work with EXCEL
- Increase the efficiency and effectiveness when using EXCEL

Learning Outcomes

After completing this program, participants should be able to:

- Manage advanced formula
- Working with List
- Data visualisation and Charts
- Managing table and
- Formating of 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

Interactive lecture, videos, presentation, discussion, case study, case simulation, Socratic questioning, flipped classroom, brain-storming, worksheet, problem solving, inductive method, team exercise, peer to peer, action learning, coaching and mentoring.

Program Outline

Time	Day One
9.00am– 10.30am	<p>Advanced Formula</p> <p>In this module, candidate would learn the name Using Named Ranges in Formulas, Naming a Single Cell, Naming a Range of Cells, Naming Multiple Single Cells Quickly, Using Formulas That Span Multiple Worksheets, Using the IF Function, Using the SUMIF, AVERAGEIF, and COUNTIF Functions, SUMIF, AVERAGEIF, COUNTIF, Using AND/OR Functions, and Using the PMT Function.</p> <p>Practical Session 1: Count Up</p>
10.30am-11.00am	Morning Break
11.00am-1.00pm	<p>Creating Advanced Formulas</p> <p>In this module, candidates would learn more advanced feature such as Using the LOOKUP Function, Using the VLOOKUP Function, Using the HLOOKUP Function, Using the CONCATENATE Function, Using the TRANSPOSE Function, Using the PROPER, UPPER, and LOWER Functions, The UPPER Function, The LOWER Function, The TRIM Function, Using the LEFT, RIGHT, and MID Functions, The MID Function, Using Date Functions, Using the NOW and TODAY Functions, Creating Scenarios, Utilize the Watch Window, Add Watch, Consolidate Data.</p> <p>Practical session 2: Work Faster</p>
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>Organizing and Working With List</p> <p>The candidate would pick up the skills and the hand-on knowledge on managing the list. The candidates would learn how to manage Rows and Columns as Lists, Converting a List to a Table, Removing Duplicates from a List, Sorting Data in a List, Filtering Data in a List, Advanced Filtering, Adding Subtotals to a List, Grouping and Ungrouping Data in a List.</p> <p>Practical Session 3: Better Organised</p>
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Advanced Formatting</p> <p>The candidate would learn how to Apply Conditional Formatting, Working with Styles, Applying Styles to Tables, Converting Data to a Table, Changing the Style Applied to Your Table, Applying Styles to Cells, Copy Styles from Template to Template, Creating and Modifying Templates, Modify a Custom Template.</p> <p>Practical Session 4: Professional Report Preparation</p>

Time	Day Two
9.00am– 1.00pm	<p>Visualizing Data with Charts</p> <p>The candidates would learn methodology of Visualizing Your Data, Inserting Charts, Resizing Charts, Editing Charts, Changing the Layout of a Chart, Changing the Style of a Chart, Adding a Shape to a Chart, Adding a Trendline to a Chart, Adding a Secondary Axis to a Chart, Adding Additional Data Series to a Chart, Switch between Rows and Columns in a Chart, Positioning a Chart, Modifying Chart and Graph Parameters, Watching Animation in a Chart, Showing, Hiding, or Changing the Location of the Legend in a Chart, Show or Hiding the Title of a Chart, Changing the Title of a Chart, Show, Hiding, or Changing the Location of Data Labels in a Chart, Changing the Style of Pieces of a Chart, Add and Format Objects, Insert a Text Box and Create a Custom Chart Template.</p> <p>Practical Session 4: Summarise for Me PLEASE</p>
10.30am-11.00am	Morning Break
1.00pm-2.00pm	Lunch
2.00pm-3.30pm	<p>Creating Dashboards</p> <p>A comprehensive overview of the key concepts of dashboard creation. Participants will learn how to create a dashboard using Excel, including using charts, pivot tables, and conditional formatting to create an interactive and visually compelling dashboard.</p>
3.30pm-4.00pm	Tea Break
4.00pm-5.00pm	<p>Mini Project</p> <p>This is the practice where the candidate would be able to link all the concepts learnt into a practical session by working on a case study. The mini-project would ensure the candidates understand the application of the skills</p>