# MICROSOFT EXCEL

*Shocking Functions That You Didn't Know About Excel !!*

*"The Art Of Lifelong Learning"*

## Introduction:

Participants will learn how to create and edit charts; modify chart options; format chart objects; work with multiple worksheets and workbooks, and working with formulas and functions.

Students will also gain hands-on experience using styles, custom formats, and conditional formatting.

## Methodology:

- Interactive Lecture
- Group Discussion
- Simulations
- Analysis & Presentations
- Templates

## Objective:

- Create and apply templates
- Create and modify charts, and graphs
- Gaining in web business application
- Calculate with advance formulas
- Sort and filter data
- Using excel as a decision making

## Program Schedule

| | |
|---|---|
| **Registration** | : 8.30 Am |
| **Morning Session** | : 9.00 Am - 10.30 Am |
| **Morning Tea** | : 10.30 Am - 10.45 Am |
| **Lunch** | : 1.00 Pm - 2.00 Pm |
| **Afternoon Session** | : 2.00 Pm - 3.30 Pm |
| **Afternoon Tea** | : 3.30 Pm - 3.45 Pm |
| **End** | : 5.00 Pm |

## Date :

Please refer to our
WEBSITE

## Duration :

2 days

## Medium :

English

## Venue :

## Trainer :

Saiful Rizal Bin Lamit

## Who Will Benefits ?

Front desk, Clerical, Executives, Secretaries, Managers, with basic experience of working with the Excel spreadsheet package and who will be required to use it to produce more complex spreadsheet solutions in a business environment.

CLICK HERE !
View Our Listing Program

ASL
Training & Consultancy
Sdn Bhd

HRDF

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SL1M

SLDN

M O F

# Course Content

## Day 1

**LESSON 1- Introduction to Excel:  What is a Spreadsheet?**

- Introduction to Spreadsheets
- Introduction to Microsoft Excel
- The File Menu
- Modifying a Worksheet
- The Page Setup Command
- Cell ranges
- Copy Command
- Move Operation
- Formatting
- Format Cells Command

**LESSON 2- Gaining Proficiency:  The Web and Business Applications**

- Enhance Excel Application
- Excel and the Internet
- Web Queries

**LESSON 3- Graphs and Charts:  Delivering a Message**

- Chart Types
- Creating a Chart
- Multiple Data Series
- Object Linking and Embedding

## Day 2

**LESSON 4- Using Spreadsheets in Decision Making: What If?**

- Spreadsheets in Decision Making
- Data Table
- Other Functions
- Working with Large Spreadsheet

**LESSON 5- AutoFilter Command**

**LESSON 6- Consolidating Data:  Worksheet References and File Linking**

- Consolidating Data
- The Three-Dimensional Workbook
- Worksheet References
- The Documentation Worksheet

**LESSON 7- Linking Workbooks**

**LESSON 8- List and Data Management:  Converting Data to Information**

- Implementation in Excel
- List and Data Management
- The Text Import Wizard
- Data versus Information

**SAIFUL RIZAL BIN LAMIT**

## Professional Profile

Eager to bring clients and organizations to the next higher level of productivity and efficiency, with much better precision in handling task. With experience more than 10 years in the training field, all the knowledge gauge in the industry in all sectors, has helped to ensure only the best is given.

♦ Hold Bachelor Degree in Computer Science (Hons) Information Technology from Uitm.
♦ Diploma in Computer Science ITM.
♦ Experienced in training locally and globally.

Dedicated to enthusiastic and dynamic teaching as a means of creating and nurturing a lifelong love of knowledge and becoming more efficient staff in contributing back to the organization

## Key Qualifications

♦ Microsoft Certified Trainer
♦ Plan and instruct each subject area using wide variety of teaching aids, motivational and implementation
♦ strategies to engage students in active learning.
♦ Incorporate learning modality principles into classroom and individual instruction.
♦ Implement technological approaches to subject material

## Experienced Computer Educator

Designed and conducted various training courses Microsoft Office related in almost all versions. Able to train the trainers to becoming focal points for the organizations. Train staffs in becoming quality smart Ms Office users. Head of the consultation team for the Asia Pacific region with SHELL cum the ONLY Malaysian to train and placed in the Shell portal website. Delivering talks in seminars on behalf of Microsoft Malaysia and their vendors in promoting their products.

# IN-HOUSE TRAINING

## Do you have 5 STAFF and above with similar training requirements?

ASL Training offers **In-House training programs** specially designed to meet the particular needs of the client's / organizations.

Want to know more or should you require any further assistant?

Call us **NOW** at

**+603-5542 0023** / icare@asl-solutions.com

*Our program is claimable fully under HRDF/PSMB*

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# Registration Form

## MICROSOFT EXCEL

*Shocking Functions That You Didn't Know About Excel !!*

**DATE:** Refer to our WEBSITE.    **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

**icare@asl-solutions.com ; shafi@asl-solutions.com**

FAX : +603-5548 0024  ;  TEL : +603-5542 0023 (HuntingLine)

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PARTICIPATION FOR TWO DAYS WORKSHOP

### *PROMOTION AVAILABLE*

### WANT TO KNOW MORE?

# >>CALL US NOW!!<<

***You will get an exclusive access to our private E-Learning portal, lifelong !!***

**PARTICIPANT'S NAME :**

Name :_____

Position:_____ Dept:_____

DL :_____HP:_____

Email:_____

Name :_____

Position:_____ Dept:_____

DL :_____HP:_____

Email:_____

Name :_____

Position:_____ Dept:_____

DL :_____HP_____

Email:_____

**Company Name:**_____

Address_____

City:_____ Postcode: _____

Tel : _____Fax: _____

 Authorization (Signatory must be authorized on behalf of the company )

Name: _____

Position: _____Department :_____

DL:_____ Email :_____

Signature: _____Date: _____

This booking is invalid without a signature & company stamp.