



#Public Training/Workshop#

# MICROSOFT EXCEL

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

"The Art Of Lifelong Learning"

## Introduction:

This Intermediate Microsoft Excel training class is meant for students who want to advance their skill set by learning to work with advanced formulas, lists, and illustrations. Students will also work with charts and advanced formatting including styles. Your instructor will point out the minor differences between previous versions where they exist.

## Methodology:

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

## Objective:

- ◆ Learn to use formulas and functions.
- ◆ Create and modify charts.
- ◆ Convert, sort, filter, and manage lists.
- ◆ Insert and modify illustrations in a worksheet.
- ◆ Learn to use conditional formatting and styles.

## Program Schedule

<b>Registration</b>	: 8.30 Am
<b>Morning Session</b>	: 9.00 Am - 10.30 Am
<b>Morning Tea</b>	: 10.30 Am - 10.45 Am
<b>Lunch</b>	: 1.00 Pm - 2.00 Pm
<b>Afternoon Session</b>	: 2.00 Pm - 3.30 Pm
<b>Afternoon Tea</b>	: 3.30 Pm - 3.45 Pm
<b>End</b>	: 5.00 Pm

## Date :

23 - 24 May 2016

## Duration :

2 days

## Medium :

English

## Venue :

Vistana Hotel, KL

## Trainer :

Saiful Rizal Bin Lamit



## Who Will Benefits ?

- ◆ All managerial Levels
- ◆ Secretaries / Personal Assistance
- ◆ Human Resources
- ◆ Finance Department
- ◆ Administrative
- ◆ Account Department
- ◆ And Anyone Who Would Like To Empower Excel Skills



## Course Content

### Day 1 : Intermediate

#### Unit 1: Managing workbooks and worksheets

- ◆ Topic A: Viewing large worksheets
- ◆ Topic B: Printing large worksheets
- ◆ Topic C: Working with multiple worksheets
- ◆ Topic D: Linking worksheets with 3-D formulas
- ◆ Topic E: Using multiple workbooks
- ◆ Topic F: Linking workbooks

#### Unit 2: Advanced formatting

- ◆ Topic A: Using special number formats
- ◆ Topic B: Working with themes
- ◆ Topic C: Other advanced formatting

#### Unit 3: Outlining and subtotals

- ◆ Topic A: Outlining and consolidating data
- ◆ Topic B: Creating subtotals

#### Unit 4: Cell and range names

- ◆ Topic A: Creating and using names
- ◆ Topic B: Managing names

#### Unit 5: Data structure and tables

- ◆ Topic A: Sorting and filtering data
- ◆ Topic B: Working with tables

#### Unit 6: Web and sharing features

- ◆ Topic A: Saving workbooks as Web pages
- ◆ Topic B: Using hyperlinks

#### Unit 7: Documenting and auditing

- ◆ Topic A: Auditing features
- ◆ Topic B: Comments in cells and workbooks
- ◆ Topic C: Protection
- ◆ Topic D: Workgroup collaboration

#### Unit 8: Application settings and templates

- ◆ Topic A: Application settings
- ◆ Topic B: Working with templates

### Day 2 : Advanced

#### Unit 1: Advanced functions and formulas

- ◆ Topic A: Logical functions
- ◆ Topic B: Conditional functions
- ◆ Topic C: Financial functions
- ◆ Topic D: Text functions
- ◆ Topic E: Date and time functions
- ◆ Topic F: Array formulas
- ◆ Topic G: Calculation options

#### Unit 2: Lookups and data tables

- ◆ Topic A: Using lookup functions
- ◆ Topic B: Creating data tables

#### Unit 3: Advanced data management

- ◆ Topic A: Validating cell entries
- ◆ Topic B: Advanced filtering

#### Unit 4: Advanced charting

- ◆ Topic A: Chart formatting options
- ◆ Topic B: Combination charts
- ◆ Topic C: Graphical objects

#### Unit 5: PivotTables and Pivot Charts

- ◆ Topic A: Working with PivotTables
- ◆ Topic B: Modifying PivotTable data
- ◆ Topic C: Formatting PivotTables
- ◆ Topic D: Using Pivot Charts
- ◆ Topic E: Power Pivot

#### Unit 6: Exporting and importing data

- ◆ Topic A: Exporting and importing text files

#### Unit 7: Analytical tools

- ◆ Topic A: Goal Seek
- ◆ Topic B: Scenarios
- ◆ Topic C: Instant data analysis



# Trainer Profile

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.

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**PUBLIC TRAINING CALENDAR Apr – June 2016**

Month	Program	Date	Place	Promotion - Early Reg
Apr	<a href="#">Transformation Leadership</a>	4- 5 Apr	Ambassador Hotel Suite , Lanson Place	<b>CALL US FOR MORE DETAILS!</b>
	<a href="#">Train The Trainer</a>	11- 12 Apr	Ambassador Hotel Suite , Lanson Place	
	<a href="#">Practical Kaizen - Continuous Process Improvement</a>	13- 14 Apr	Ambassador Hotel Suite , Lanson Place	
	<a href="#">Jom Jadi Kreatif</a>	20- 21 Apr	Ambassador Hotel Suite , Lanson Place	
	<a href="#">Awareness Training on Office Safety (OSHA)</a>	25- 26 Apr	Monterez Golf Club	
<i>Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)</i>				
May	<a href="#">Effective Time Management</a>	9- 10 May	Monterez Golf Club	<b>CALL US FOR MORE DETAILS!</b>
	Internal Audit & Corporate Risk	11- 12 May	Monterez Golf Club	
	<a href="#">Professional Grooming</a>	30- 31 May	Vistana Hotel, KL	
	<a href="#">Social Media For Business</a>	23- 24 May	Monterez Golf Club	
	Negotiate To Win : Secrets To Improve Negotiation Skills	25- 26 May	Ambassador Hotel Suite , Lanson Place	
<i>Please call us NOW if you are entitle for special promotion +603-5542 0023 (Hunting Line)</i>				
June	<a href="#">Product Brand Management</a>	1- 2 Jun	Ambassador Hotel Suite , Lanson Place	<b>CALL US FOR MORE DETAILS!</b>
	Microsoft PowerPoint - Advance Level	13- 14 Jun	Monterez Golf Club	
	<a href="#">Finance For Non Finance</a>	15- 16 Jun	Ambassador Hotel Suite , Lanson Place	
	Project Management Professional (PMP)	22- 23 Jun	Ambassador Hotel Suite , Lanson Place	
	Managing Effective Performance Appraisal	29- 30 Jun	Monterez Golf Club	

**#HRDF Claimable +603-5542 0023 (Hunting Line)**

[Visit Our Web for Public Training Department NOW !](#)

# Registration Form

## MICROSOFT EXCEL

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

**DATE:** 23 - 24 May 2016. **VENUE:** Vistana Hotel, KL

**PLEASE COMPLETE THIS FORM AND EMAIL :**

shafi@aslpublicworkshop.com **OR** FAX : +603 - 55480024

### REGISTRATION FEE:

# RM1,600 Per Pax

## 10% Discount

*(if you register 3 pax or more)*

**Don't Worry About The Equipment,**

**We Will Provide Everything!**

### 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.

### TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10 ) working days upon the issuance of invoice or a letter of undertaking( LOU ) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4. **CLIENT'S CANCELLATION/SUBSTITUTION** Client's cancellation must be received in writing by MAIL or FAX two (2 ) weeks prior to the event in . All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 4-days prior to the event Non-payment or non-attendance does not constitute cancellation.

( However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing )

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

**ASL Training & Consultancy Sdn Bhd.**

**COMPANY STAMP**

