

#Public Training/Workshop#



MICROSOFT EXCEL ADVANCE

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

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 :

**11 - 12 Apr 2017 &
23 - 24 Oct 2017**

Venue :

Kuala Lumpur / Selangor

Trainer :

Saiful Rizal Bin Lamit

Duration :

2 days

Medium :

English



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.

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*

[Click here](#) to check out our crazy **PROMOTION**



Registration Form

Microsoft Excel Advance

Date : 11 - 12 Apr 2017 & 23 - 24 Oct 2017 | Venue: Vistana Hotel, KL

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

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

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1100 Per Pax (Normal Price)

GROUP REG: RM 825 PER PAX!!

(UPON MINIMUM 4 PAX'S REGISTRATION— T&C APPLY)

Or Single Reg: RM 935 PER PAX

**For More PROMO PRICE?
Call Us NOW !**

DO YOU KNOW?!

- 1. You will get a FREE SPECIAL COUPON upon this registration!!**
- 2. You will get a chance to WIN a MYSTERY GIFT during the program!!**
- 3. You will get an EXCLUSIVE access to our PRIVATE E-LEARNING portal worth Rm300, life-long!!**

ALL in this ONE registration! *T&C Apply*

PARTICIPANT'S NAME :

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)

Person In Charge:

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 7-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



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19		25 - 26					
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2								7 - 8.				
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23									3 - 4.	5 - 6.
Microsoft Excel Training (Intermediate)	2				11 - 12.					22 - 23			
Microsoft Excel Training (Advance)	2				11 - 12.					22 - 23			
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							4 - 5.
Awareness On Rigging & Slinging Training	2			8 - 9.							10 - 11.		
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									1 - 2.
Poka Yoke - Achieving Zero Defects in Production Operation	2									26 - 27			
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				12 - 13.			

F
A
S
T
I
N
G

M
O
N
T
H

Please call us NOW for a special promotion +603-5542 0023
or DROP us an email at icare@asl-solutions.com

REGISTERED :



PEMBANGUNAN SUMBER MANUSIA BERHAD

