

#Public Training/Workshop#



MICROSOFT EXCEL INTERMEDIATE

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

"The Art Of Adventure For 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 :

**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 ?

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.



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



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							
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.			

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