

Working Effectively With MS Excel (Intermediate)

for Managers, Executives, Clerks and Supervisors



18 & 19 August 2014 (9.00 am – 5.00 pm), Sunway Hotel Seberang Jaya

In a business standpoint, no matter what kind of business it is, MS Excel is always an important software, especially for businesses that deals with a lot of numbers, data, statistics. It is a spreadsheet software that simplifies creating, editing, and updating graphs, charts, statistics, and handles sophisticated equations (ie average sum, yearly percentage etc) that could be time consuming if done manually. MS Excel 2007 is a powerful spreadsheet application that allows users to produce tables containing calculations and graphs. These can range from simple formulae through to complex functions and mathematical models. By being able to use MS Excel in an effective ways will allow you to be an effective employee. Thus, it is an essential skill for you to have so that you can help the organization to reach it highest peak.

Learning Objectives/Outcomes	100% SBL claimable
<ul style="list-style-type: none"> ✓ To improve working view while using MS Excel ✓ To make necessary configuration to ease work ✓ To perform calculation using MS Excel ✓ To make charts to effectively present data 	<p>Normal Fee: RM800 per participant</p> <p>Register by <u>04 Aug 2014</u>, or Group of 2 or 3 Participants: 10% Discount Group of 4 or 5: 15% Discount</p> <p><i>Certificate of participation will be awarded upon completion of the program</i></p>

Program Outline

<p>Improving Your View For Work</p> <ul style="list-style-type: none"> • Split the Excel Window to Show Separate Parts at Once • Open Extra Windows to Work in Different Areas of a Worksheet • Arrange Open Windows • Hide a Window • Zoom In and Zoom Out • Use Freezing to Keep Key Rows and Columns Visible <p>Set Options to Make MS Excel Easier to Use</p> <ul style="list-style-type: none"> • Choose View Options to Customize MS Excel's Visual Appearance • Understand (and Maybe Choose) Calculation Options • Set Edit Options to Fine-Tune Editing Maneuvers • Choose General Options • Choose Suitable Save Options • Set Spelling <p>Configure Auto Correct to Save Time and Effort</p> <ul style="list-style-type: none"> • Configure AutoCorrect's Basic Settings • Create and Delete AutoCorrect Entries • Undo an AutoCorrect Correction 	<p>Create Spreadsheets and Enter Data</p> <ul style="list-style-type: none"> • Create Your Own Templates • Understand What Templates Are and What They're For • Understand Where Templates Are Stored • Create and Save a Template • Enter Data in Worksheets • Enter Data Using Drag and Drop • Enter Data with Paste, Paste Options, and Paste Special • Link Data Across Worksheets or Across Workbooks • Use AutoFill to Enter Data Series Quickly • Create Custom AutoFill Lists • Use Find and Replace • Recover a Workbook from an Auto Recover File <p>Perform Calculations with Functions</p> <ul style="list-style-type: none"> • Understand Functions • Understand the Components of a Function • Enter Functions in Worksheets • Examples of Functions in Action • Database Functions • Date and Time Functions • Financial Functions • Logical Functions Information Functions 	<p>Look Up Functions</p> <ul style="list-style-type: none"> • VLookup • HLookup • Lookup_Value • Table_Array • Col_Index_Num • Range_Lookup • Iserror <p><i>Practical Practice: Using the Lookup functions</i></p> <p>Analyze Data Using PivotTables and Pivot Charts</p> <ul style="list-style-type: none"> • Understand PivotTables • Create a PivotTable Framework Using the PivotTable and PivotChart Wizard • Create the PivotTable on the Framework • Change, Format, and Configure the PivotTable • Change the PivotTable • Use the PivotTable Toolbar • Format a PivotTable • Change a Field to a Different Function • Choose PivotTable Options to Configure a PivotTable • Create Pivot Charts from PivotTables • Create a Conventional Chart from PivotTable Data 	<p>Create Effective Charts to Present Data Visually</p> <ul style="list-style-type: none"> • Choose the Right Type of Chart for Your Data • Edit Charts to Produce the Best Effect • Use the Chart Toolbar • Select Objects in a Chart • Configure Chart Options • Change the Chart Type • Change a Chart's Source Data • Change the Plotting Order of the Data Series • Configure and Change the Scale of an Axis <p>Check, Lay Out, and Print Worksheets</p> <ul style="list-style-type: none"> • Good practices • Run a Spell Check • Use Print Preview to See How the Printout Will Look • Add Effective Headers and Footers to Worksheets • Set and Adjust Page Breaks • Set a Manual Page Break • Remove a Manual Page Break • Use Page Break Preview to Reposition Automatic Page Breaks • Remove All Page Breaks from the Active Worksheet • Repeat Row Titles or Column Titles on Subsequent Pages
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The Trainer

Ms Kok Hui Ching (Cheri Ho), a corporate trainer who has been in the field for past 10 years and she has enjoyed every minute of it. Helping others effectively achieve their personal and career life goals is her true passion in life. Holding the principles of "life long learning", she devoted her time in reading, learning and sharing with others. As an ICOSA graduate she ventured into various industries such as direct marketing, training & education and manufacturing. With the courage to explore and being a change agent, she obtained vast experience in areas such as sales and marketing, production planning and control, manufacturing, QMS, auditing, training and development, human resource management, continuous improvement and cost reduction projects (such as SMWT, Material salvaging, Operator Competency Rewarding System, etc) even in strategic planning activities. Cheri has been actively involved in the training activities upon her certification as a trainer since 2000. She has also completed the Certified Training Professional Program (ASTD). She has been designing and conducting operative training, supervisory training, basic computer training, Train The Trainers program, teambuilding, management skills and many more. Her most performing experience was during her service as a section head for the training and development department to oversee the operative training and career development program for approximately 2,000 workers in her previous company. With her friendly, cheerful and pro-active characteristic had made her every training session a wonderful learning adventure with remarkable results.

For Registration Form, Contact Miss Ng or download from www.XcelLearn.com

Customised In-house training also available.

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"Excel in Learning for Superb People and Organisation Performance"

Reply To: **XcelLearn Resources**

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REGISTRATION FORM

	Name of Participant(s)	I/C No	Designation	Vegetarian(✓)
1.				
2.				
3.				
4.				
5.				

Company Name _____

Company Address _____

Contact Person _____

Designation _____

Tel _____

Fax _____

Email _____

Nature of Business _____

Enclosed is the Cheque (No: _____) of RM _____, crossed and made payable to **XcelLearn Resources (Public Bank Bhd A/C No: 3-1348468-09)**.

Do you need us to assist you on the booking of hotel accommodation? Yes

Yes

No

No

If yes, please specify:

Check-in Date _____

Check-Out Date _____

* The hotel accommodation is subject to availability. Please re-confirm with the coordinator before the training and make payment directly to the hotel on the training day.

Terms & Conditions

1. The above registration fee is 100% claimable under SBL scheme. Please apply to PSMB for approval before the commencement of the program.
2. The fee is inclusive of training materials and meals (2 Tea Breaks and 1 Lunch) at the hotel.
3. If notice of withdrawal is given in writing before the confirmation of your registration, no fee is charged. No cancellation is allowed once confirmation letter is forwarded to you. If the registered participant is unable to attend, a substitute is allowed. No refund if participant does not turn up or being substituted on the training day.
4. Cheque should be crossed & made payable to **XcelLearn Resources 1 WEEK BEFORE** training.
5. **XcelLearn Resources** has the right to change the dates, time, venue, trainer or cancel the training scheduled due to circumstances beyond its control.

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