

Get Effective with Excel

Excel is commonly used in data management & analysis, but few people can truly use it effectively. You need to know Excel's vast array of data management & analysis tools to manage & interpret business information in a coherent & organized manner. For self-taught professionals, it is a discipline that is acquired through years of experience, often an arduous trial & error process.

This program is designed to be immediately practical and useful for the business analyst who needs to manage huge data records, analyse business information, perform forecasts and ultimately make fact-based decisions to drive businesses forward. This is an all-inclusive program to familiarise the participant in Excel's data management features. It trains the participant to manipulate & analyse business data as a valuable resource.

Prerequisites

Before attending this course, students should have experience:

- A basic working knowledge of Microsoft Office Excel

Who should Attend?

This course is intended intermediate Excel users (Accounting, Finance, and Operations).

Course Details

Duration	: 2 days
Time	: 9am - 5pm
Schedule	: 1 - 2 July 14 - 15 September 1 - 2 October
Price	: RM 1,060 per person

Course Content

Module 1: Statistical and Logical Functions

This module explains how to use logical functions including Countif, Sumif, If, IsError.

Lessons

- Perform calculation using CountIF
- Perform calculation using SumIF
- Perform calculation using AverageA
- Using IF function to prevent division by zero
- Using IsError function to avoid error display
- Creating multiple conditions using nested IF
- Using logical function OR, And

Module 2: Lookup and Reference Formulas

This module explains how to apply and use lookup formulas including vlookup, hlookup, match and index.

Lessons

- Using Vlookup to find specific data
- Using Hlookup to find values in rows
- Using Match and Index to retrieve data

Module 3: Text Formulas

This module explains how to apply Text formula to help change casing of text, append text and numerical value in excel spreadsheet.

Lessons

- Changing case of text
- Append text and numerical value
- Convert imported text format into numbers
- Break imported date field into individual columns

Module 4: Date and Time Formulas

This module explains how to make use of calculate the difference of two given Date fields and to perform calculation with Time fields.

Lessons

- Perform addition to Date fields
- Calculate difference between two Dates
- Perform calculations with Time fields

Module 5: Array and Database Functions

This module explains how to apply and use advance formula including Array, Frequency and Database functions.

Lessons

- Using Array Formulas
- Calculate the difference between Maximum and Minimum values
- Using Frequency function to Count responses
- Using Database functions DSum and DCount

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Module 6: Efficiency Tips

This module discusses some useful Excel Tips including application of Data Validations and Auditing Tools.

Lessons

- Shortening worksheets names
- Protecting cells containing formulas
- Displaying Formula syntax
- Using Auditing Tools for errors checking
- Tracing precedent and dependent
- Adding comments to worksheet

Module 7: Making Data Work For You

This module explains how to make use of Excel data and maximize it through the use of PivotTable.

Lessons

- Maximize the Power of PivotTable
- Ask the Questions
- Get the Answer

Module 8: A Quick Tour

This module explains how to use determine the source needed to create its PivotTable report.

Lessons

- Determine What You Need to Know
- Identify the Source
- Creating the Pivot Table
- Working with Pivot Table Layout

Module 9: Manipulating the PivotTable

This module explains how to rearrange the layout of the PivotTable.

Lessons

- Rearranging the Layout
- Adding New Field
- Renaming a Field
- Formatting Numbers
- Changing Sorting Order
- Showing Top 10
- Refreshing Data

Module 10: Beyond the Basics

This module explains how to create a second data field and changing the summary function with the PivotTable.

Lessons

- Creating Second Data Field
- Changing the Summary Function
- Displaying Numerical Value as a Percentage of the Total
- Creating a Custom Calculation
- More Function in Custom Calculation

Module 11: More PivotTable Calculations

This module explains how to insert formula within the PivotTable.

Lessons

- Using Formulas
- Creating a Calculated Field
- Creating a Calculated Item
- Using GetPivotData Function
- Turn off GetPivotData Function

Module 12: Using Data Validation

This module explains how to use the Data Validation feature to reduce error while keying in data in Excel databases.

Lessons

- Reduce Data Entry Errors by Using Data Validation
- Validate Text Length
- Create a Custom Error Message
- Validate Data by Using a List
- Set Maximum and Minimum Values
- Remove Validation Rules

Module 13: Working with Advanced filter & Database Functions

This module explains how to use advanced filter to perform complex filtering and derive analysis results by using database functions.

Lessons

- Create a Criteria Range
- Use a Criteria Range
- Use an Advanced AND Condition
- Use an Advanced OR Condition
- Copy Filtered Records
- Use Database Functions

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