YN SAFETY AND HEALTH
CONSULTANCY SERVICES (M) SDN BHD
优 能 安 全 培 训 机 构

Microsoft Office Excel 365 - Level 2 (1 day)

INTRODUCTION

This comprehensive program is designed to enhance participant's Microsoft Excel skills beyond the fundamentals, focusing on data management, analysis, and productivity tools to improve efficiency in daily work tasks. The course provides a practical, hands-on approach to help participants manage larger datasets, apply intermediate formulas, and generate meaningful insights from data.

HRDF SBL-KHAS
Claimable

OBJECTIVE

Participants will be benefit by being able to:

- Using multiple worksheets, workbooks and workspaces
- Working in Financial functions
- Use advanced formatting techniques
- Using the Auditing Tools to track information
- Using charts to display financial data
- Use templates

COURSE CONTENTS

Charting Data	➢ Creating sparklines & inserting Charts ➢ Inserting PivotTables & PivotCharts ➢ Using slicers & creating timeline
Inserting Art and Objects	➢ Inserting SmartArt & Text boxes ➢ Inserting pictures, equations ➢ Drawing shapes
Advanced Formula Tasks	➢ Understanding relative and absolute cell references ➢ Using multiple cell references ➢ Using 3D references & Array formula
Using Advanced Functions	➢ Using the PMT & FV Function ➢ Using VLOOKUP & HLOOKUP Functions ➢ Using IF, AND, OR Functions
Outlining and Grouping Data	➢ Outlining & grouping data ➢ Creating subtotals ➢ Removing outlining & grouping

CERTIFICATION

Certificate of Attendance

TARGET GROUP

- Administrative Personnel
- Finance & Accounts Personnel
- Anyone interests in learning Microsoft Excel
- Students
- Executives

METHODOLOGY

Guided Demonstrations

Real business case scenarios

Hands-on exercises

Interactive Q&A

ABOUT SPEAKER

Trainer:
THYALAN GURUNATHAN (HRD Corp Accredited Trainer)

Education
Diploma in Computer Engineering

Qualification

- Senior Corporate Trainer and Consultant with over 25 years of experience
- Microsoft Certified: Power BI Data Analyst Associate
- TS: Windows 7, Configuring
- TS:Windows Server 2008 Application Infrastructure, Configuring
- TS: Windows Server 2008 Active Directory
- TS: Windows Server 2008 Network Infrastructure, Configuring
- PRO: Windows Server 2008, Enterprise Administrator
- Adobe Photoshop CS5 ACE
- Certified Neuro-Language Programming Practitioner

FOR MORE DETAIL, PLEASE CONTACT

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Other Safety and Health Consultancy Services are provided. Please contact to get more details.