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

Microsoft Office Excel 365 - Level 3 (2 days)

HRDF SBL-KHAS Claimable

INTRODUCTION

This comprehensive program is designed to enhance participants advanced Microsoft Excel skills, focusing on powerful data analysis, reporting, automation and business intelligence techniques. The course provides a practical, hands-on approach to help participants work efficiently with large datasets, complex formulas and advanced analytical tools to improve productivity and decision-making.

OBJECTIVE

Participants will be benefit by being able to:

- Manage, organize, filter and analyse large and complex datasets efficiently
- Apply advanced formulas and functions
- Create dynamic reports using PivotTables, PivotCharts and advanced reporting tools
- Understand basic VBA concepts and apply simple automation techniques in Excel workflows

COURSE CONTENTS

Named Ranges & Formula Errors	➢ Understanding Named Ranges ➢ Tracing Formula Precedents and Dependents ➢ Running an Error Check
Sort and filter	➢ Understanding filter records ➢ Using sort data
Manage & Group Data	➢ Configuring data evaluation & transpose data ➢ Creating subtotals
Work with scenarios & using solver	➢ Create & edit scenarios ➢ Running solver ➢ Generate report & scenarios with solver ➢ Modify constraints
Managing Data	➢ Enables Analysis ToolPak ➢ Using Data Analysis Tools, Goal Seek
Advanced PivotTable & PowerPivot	➢ Create PivotTable & PivotChart ➢ Sort & filter Pivoted Data ➢ Create PivotTable with PowerPivot Data
Using Macros	➢ Record, edit & running a Macro ➢ Writing a Macro using the Visual Basic Editor

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.